To apply, submit an employment application ([click here for application]), resume, and letter of interest to: Campus Director
3906 E Frontage Rd NW Hwy 52
Richardson, TX 75080

DIRECTOR OF ENROLLMENT AND COMPLETION
Position Description

Summary
The Director of Enrollment and Completion directs and guides the overall campus enrollment and completion efforts for National American University as directed by the campus executive officer. The Director of Enrollment and Completion supervises Enrollment and Completion Advisors, develops public relations contacts in person and by telephone, demonstrates a caring attitude toward students and other employees, and assists students in achieving their educational goals in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Director of Enrollment and Completion must satisfy the following minimum qualifications:
1. Bachelor’s degree; master’s degree preferred; and
2. Minimum two years higher education or management-related experience or a combination of both.

Skills and Attributes
The Director of Enrollment and Completion must possess the following skills and attributes: proven leadership skills; ability to handle multiple projects and processes simultaneously; strong attention to detail; excellent verbal, written and interpersonal communication; student-oriented attitude; integrity; professionalism; strong work ethic; collaboration and organizational skills; ability to work at a fast pace; adaptability; and willingness to learn and improve in all aspects of the position.

Essential Functions
The Director of Enrollment and Completion performs the following essential functions:
1. Selects, trains, and supervises Enrollment and Completion Advisors, including ongoing training to effectively manage continued growth in enrollment and retention.
2. Remains knowledgeable about the academic requirements and student learning outcomes of all programs offered by the university and effectively communicates such information to Enrollment and Completion Advisors, prospective students, and other interested persons.
3. Provides guidance and technical assistance to Enrollment and Completion Advisors on a regular basis.
4. Serves as a role model for Enrollment and Completion Advisors by fostering a caring and supportive environment in accordance with the mission, core values, and purposes of the university.
5. Monitors daily inquiry activity to ensure that prospective student inquiries are reported and logged properly.
6. Monitors daily and weekly admissions activities to ensure consistent reporting for statistical purposes and compliance.
7. Conducts regular one-on-one coaching sessions with Enrollment and Completion Advisors.
8. Provides timely and accurate recordkeeping for management and produces other reports as needed.
9. Participates in regular one-on-one coaching sessions with supervisor.
10. Grows and maintains relationships with academic institutions, military installations, corporations, and community partners.
11. Identifies and communicates developmental opportunities for Enrollment and Completion Advisors.
12. Promotes and manages interdepartmental relations to ensure a positive student enrollment experience.
13. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Director of Enrollment and Completion reports to the campus executive officer.
2. This position supervises assigned Enrollment and Completion Advisors.

**Physical Requirements**
The Director of Enrollment and Completion must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Community Service, Legal, Arts and Media

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Director of Enrollment and Completion.

__________________________________________________________
Signature

__________________________________________________________
Date

__________________________________________________________
Print Name