

Campus Director

Webber International University (operating as St. Andrews University, a branch of Webber International University in the Carolinas) is seeking campus directors for its campuses soon to open in West Palm Beach, Florida (projected start May 2020), Miami Lakes, Florida (projected start May 2020), Charlotte, North Carolina (projected start October 2020), Columbia, South Carolina (projected start October 2020), and Charleston, South Carolina (projected start 2020).

Each position is open until filled.

About the University

Established in 1927 by Roger Babson as the first college chartered under Florida's then new charitable and educational laws, and one of the first schools of business for women in the nation, Webber International University now educates men and women from over 50 different nations. Degrees are offered at the associate's, bachelor's, and master's level through traditional day and entirely on-line formats.

Joining Webber as a branch campus in 2011, St. Andrews University (Laurinburg, NC) offers a comprehensive liberal arts program and has roots dating to 1896. The University features highly qualified faculty, highly engaged staff, small class size, and a wide array of intercollegiate sports and other extracurricular activities.

The University has been recognized as a US News and World Reports Best Regional Colleges: South, a Princeton Review Best Southeastern College, and has earned Petersons' top marks for academics, value and community. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges, and numerous programs have earned additional programmatic accreditations.

We are an equal opportunity employer.

About the Campuses

Each of these campuses will be located in a modern, Class A office building. Each campus will be co-located with a 2-year career oriented school offering associate's degrees and certificates.

How to Apply

These positions are open until filled, with an ideal start dates listed above. Interviews for each position will be ongoing until filled.

If you feel this is the right opportunity for you, **MAIL** a résumé and salary expectations to: Campus Director Search (Location Name), Webber International University, 1201 N. Scenic Highway, Babson Park, FL 33827. A letter explaining the specific attributes, experiences, and attitudes you bring to the table, and how they might fit within an organization such as ours, would be helpful. Please do **NOT** call or visit about this position. Principals only, please.

Job Description

JOB TITLE: Campus Director
REPORTS TO: President & CEO
FLSA STATUS: Exempt

OVERVIEW:

Each Webber (operating as St. Andrews University, a branch of Webber International University in the Carolinas) campus is a self-contained educational center designed to provide educational services to the local community. The role of the Campus Director is to develop and manage their campus to ensure the quality delivery of educational services.

BUSINESS CONTRIBUTION:

The Campus Director guides the successful operation of their campus through:

- Setting an appropriate and professional atmosphere, tone, and culture for the campus
- Managing the budget and ensuring fiscal stability
- Setting goals and managing staff to meeting goals
- Ensuring the delivery of quality educational services
- Communicating and reaching out to the community
- Meeting community needs – providing appropriate labor force training
- Developing and promoting the reputation of the University in the local community
- Managing and facilitating communication between employees and departments
- Coordinating the major business functions across the campus to:
 - Ensure all departments are working in concert with each other
 - Ensure communication between departments
 - Make decisions/resolve disputes across business functions – act as mediator

Direct Reports (positions vary depending upon campus)

- Director of Admissions*
- Director of Financial Aid*
- Dean of Academic Affairs
- Director of Student Services
- Director of Continuing Education
- Bursar
- Book Store Manager

*initial staffing

ESSENTIAL FUNCTIONS:

Manage and Oversee the Campus:

The Campus Director is responsible for managing the operation of the campus and ensuring all of the departments are working together in an efficient and effective manner. To ensure the successful operation of the Campus, the Campus President must manage and coordinate the following major functions:

- Admissions
- Financial Aid

- Bursar
- Academics/Registrar
- Student Services

The Campus Director must also manage the budget and ensure the fiscal stability of the campus. To accomplish this, the Director President must:

- Develop in coordination with corporate accounting and allocate budget
- Monitor fiscal stability
- Authorize purchases and track expenses

Manage Facility/Logistics:

The Campus Director is responsible for the management of the facility and any equipment housed in the facility. This involves responsibility for:

- Maintenance
- Technology
- Equipment
- Supplies
- Purchasing
- Billing

Enforce Policy/Regulations:

The Campus Director is responsible for the communication, dissemination, and enforcement of all University policies. The Campus Director must ensure:

- Compliance with University policies
- Compliance with State and Federal regulations
- The maintenance of all business and occupational licenses
- Proper accreditation compliance and manage all audits (SACSCOC and Programmatic - 5 year intermediate and 10 year reviews)

Manage Human Resources:

The Campus Director is responsible for the management of human resources at the campus level. These responsibilities include:

- Approving hiring decisions for all faculty and staff
- Conducting interviews for key positions
- Posting ads for administrative positions/direct reports
- Developing and reviewing any performance management (enhancement) plans for direct reports
- Annual reviews of all campus employees
- Evaluating performance management plans for faculty and staff
- Disciplining faculty and staff
- Terminating employment in consultation with corporate HR
- Filing relevant HR paperwork

Oversee and Approve Payroll:

The Campus Director is responsible for the campus payroll. To meet payroll, the Campus Director is responsible for:

- Overseeing running of payroll
- Approving payroll

Review Campus Metrics and Report Upward:

The Campus Director is responsible for reviewing campus reports and reporting business metrics to the President & CEO. The Campus Director is responsible for:

- Developing and managing to the Master Plan – providing quarterly reports to the President & CEO
- Facilitating and reporting on Institutional Effectiveness (IE)
- Preparing and submitting Weekly Director t Report
- Preparing Annual Report Card
- Submitting Daily Hot Spots – any issues of concern to the President & CEO
- Reviewing cash reports and book store sales
- Review of relevant ongoing reports from all campus departments

Monitor and Review Campus Processes:

- Oversee admissions and enrollment
- Monitor student status (start date reports and packaging)
- Track monthly starts
- Facilitate retention meetings/student success meetings

Manage and Develop Staff:

- Arrange faculty development and training
- Internal/University-wide workshops
- Recognize and reinforce success
- Evaluate managers informally and formally (annually)
- Review staff evaluations
- Conduct weekly management meetings
- Coach and mentor one-on-one

Develop and Monitor Academic Programs:

- Monitor effectiveness and sustainability
- Graduation and placement rates
- Assess community needs - market analysis
- Assemble and work with local advisory boards – conduct market analysis
- Develop program drafts/proposals – existing or new concepts
- Identify potential resource needs
- Discuss with curriculum committees
- Pursue state approval and any necessary accreditations (i.e., SACSCOC...)

Deal with Student Issues/Concerns:

- Greet students at orientation
- Review any student/parent issues that come up the chain – final appeals
- Render final decisions on dismissals/re-entries

Reach Out to the Community:

- Develop community relationships
- Plan, organize, and manage events
- Organize and meet with local advisory boards
- Speak/present at local business/community functions

PHYSICAL DEMANDS:

The physical demands are those required in a professional office setting: sitting, working on a computer, using a telephone, communicating with coworkers and getting to and from appropriate campuses.

WORK ENVIRONMENT:

Professional office setting: moderate noise levels and controlled indoor climate.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

Job Specification Campus Director

Knowledge, Skills, and Experience:

The Campus Director is responsible for managing the successful operation of their campus. This includes hiring, managing, and developing the management team; overseeing the delivery of quality educational services; working with the local community; and dealing with student issues.

Below is an inclusive but not exhaustive list of various knowledge, skills, and other characteristics that are necessary for effective performance in the Campus Director position.

-Knowledge:

- Academic administration and management
- Business planning and budgeting
- Business development and community relations

-Skills:

- Executive Leadership – setting a tone, establishing a culture, and driving success through others
- Management – managing a team of managers and choreographing the integration and operation of several departments
- Business Planning – developing and managing to a business plan (goal setting/targets, budgeting, forecasting, tracking...)
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets
- Planning – organizing and prioritizing campus, departmental, and student needs

-Experience: Experience in an academic environment and particularly in a tuition driven college environment is important. It is important that a Campus Director have some experience with or exposure to managing a management team. Work experience in the following areas is highly valued:

- Academic administration
- Banking – dealing with a regulatory environment
- Business/team management (academics or sales)

Education, Experience, and Training:

The Campus President oversees the targeting, acquisition, education, and outplacement of students. This requires an understanding of the higher education process. All Campus Directors should, at a minimum, hold a master's degree.

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