Staff Position: Campus Manager

Main Responsibilities and Duties:

- Oversees the daily operations and activities of the campus including: Student Academics, Student Financial Services, Admissions, and Career Services.
- Oversees student record maintenance and reporting on academic and financial matters
- Assists with the development and publication of the academic master schedule
- Evaluates the workflow processes and customer service levels of the campus and make changes and adjustments as needed to maintain efficient student satisfaction
- Supervises and develops the campus staff, facilitating professional opportunities to improve individual capability and managing performance against job accountabilities, department goals and established corporate and campus policies and procedures
- Recruit, review and evaluate credentials of prospective employees and make recommendations for employment.
- Responsible for resolving and responding properly to any student dissatisfaction.
- Prepare regional campus operations budget and forecasts and explain all budget variances.
- Manages the key metrics of the campus. Key metrics include new student enrollment, retention, revenue, operating income, operating margin, new programs, program rollout, graduate employment rate, graduate starting salaries, and student, graduate and employer satisfaction
- Campus contact for Alberta Advanced Education, Alberta Private Vocational Schools Branch and Alberta Student Finance
- Ensure complete campus compliance with Private Vocational Schools Act and corporate policies and procedures.
- Understand, establish and implement all policies and procedures established for the college.
- Maintains a desirable, attractive and safe campus environment. Ensures facilities are well maintained.
- Establish a rapport with educational institutions, community agencies, and industry to achieving the college's goals and objectives.
- Participates in the development of new programs or activities which affect the future of the college, and makes recommendations to CEO and VP.
- Maintain a local social media presence
- Plan, host and implement career fairs, and other student/guest related gatherings and graduation events through the year.

Scope of Supervision:

- Admissions, Student Services, Instructors, Career Services

Working Conditions:

- General office conditions with occasional light lifting when required
- High computer use
- Periods of standing and sitting may be required
- Some travel and industry networking is required

Education & Skills:

- Bachelor's degree or equivalent education and work experience required
- Minimum of three years of experience in private post-secondary education
- Previous supervisory experience in private post-secondary education is preferred
- Demonstrated success in admissions, financial aid, and/or business management
- Knowledge of private post-secondary education business model
- Demonstrated problem solving and decision-making, particularly an ability to amicably resolve challenging situations
- Excellent leadership skills, fostering a customer service oriented culture
- Demonstrated computer literacy skills including working knowledge of Microsoft Office applications: Word, Excel, PowerPoint, and Outlook
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public
- Possesses excellent written and verbal communication skills

Please send your resume and cover letter to careers@bredin.ca .