

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:27:56 PM
Official Title:	Campus Manager Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	123331
Job Family:	Administrative Support

JOB SUMMARY

The Campus Manager plans, organizes, directs, and oversees all aspects pertaining to the operations and coordination of a wide range campus-related services and functions of an institution.

NATURE OF WORK

Typically assigned to a smaller institution, the Campus Manager is a professional administrative position responsible for a wide range of management and coordination activities of campus services such as facilities, grounds, security, receivables, and mailing services as well as for promoting the institution and campus as a community center to aid in recruiting students. Additional responsibilities include supervising and directing the work of all staff in the area to which assigned. Job responsibilities contribute to ensuring the effectiveness of operations or services having significant impact within the institution or the systems and involves application of policies and practices to complex or important matters. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises sound judgement in prioritizing, planning, and organizing own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Ensures implementation of and compliance with all policies/instructions from senior administrators, exercising sound judgment and makes recommendations in the absence of policies.

Provides administrative support for the faculty and academic leaders through maintaining regular contact with academic leaders and providing a single point of contact for resolving difficulties.

Oversees operations that cross divisional lines / involve the entire campus e.g., Orientation/Recruitment.

Supervises and directs the work activities of all staff assigned to the unit.

Coordinates with staff on operational issues, keeping lines of communication open e.g., late registration hours, building hours, security.

Manages operational issues, mediating between competing demands e.g., space allocation/assignment.

Controls the expenses budget, deals with petty cash according to institutional procedures, and maintains accurate accounting records and receipts.

Assists in the promotion and marketing initiatives of the institution to aid in continuing student enrollment and related activities.

Performs other job related duties assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor’s degree	Related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X	
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Work Experience

Experience	Experience Details	Req	Pref
2 year +	Related experience	X	

