

Associate Campus Director, Camp Lejeune Campus  
Embry-Riddle Aeronautical University

Direct Link: <https://www.AcademicKeys.com/r?job=134159>

Downloaded On: Jan. 22, 2020 11:59pm

Posted Nov. 27, 2019, set to expire Mar. 28, 2020

**Job Title** Associate Campus Director, Camp Lejeune Campus

**Department**

**Institution** Embry-Riddle Aeronautical University

Camp Lejeune, North Carolina

**Date Posted** Nov. 27, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Residential Life

Educational Services

**Apply Online Here** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190694>

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**Job Description**

Embry-Riddle Aeronautical University - Worldwide announces an exciting opportunity at the Camp Lejeune location. The Associate Campus Director (AsCD) participates in the general administrative responsibilities of the campus. The AsCD also participates in retention, recruitment, public relations, and marketing efforts to provide the civilian and military sectors with relevant information regarding University programs and services. In the absence of the Campus Director, the AsCD continues all general operations of the campus with only minimal supervision provided from the Worldwide Campus Department of Campus Operations. If no Campus Director is assigned to the campus, the AsCD functions as manager of campus with overall responsibilities that include administrative, financial, and enrollment management.

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### Responsibilities Include:

Responsible for assisting with outreach, marketing and public relations functions of the campus. Participates in appropriate local events to establish contacts, promote programs, and recruit students and faculty. Foster relationships with appropriate contacts to include Educational Services Officers (ESOs), Training Managers, and Enrollment/Marketing liaisons, as applicable. Ensures that all University policies and procedures are enforced.

Responsible for maintaining regular, in-person contact with prospects, applicants, new students, and continuing students. Efficient use of Campus Communications timeline with appropriate Campus Solutions (CS) Queries as needed. Communications include in-person counseling, email, phone, appropriate social media, and face-to-face classroom meeting 1st and last day announcements. Responsible for the advisement and counselling of students concerning their degree program, including development of a degree map, preparation of an unofficial evaluation, monitoring degree progress, and processing graduation applications. Responsible for meeting all established student lifecycle targets, including monthly/annual enrollment projections. Along with the Campus Director and Assistant Director (where applicable), is responsible for student retention.

Assist the centralized scheduling team as needed. Provide support for faculty members teaching at/for your campus. Ensures that classrooms and facilities are ready for instructional use at all times (including EagleVision).

Responsible for timely and accurate completion and submission of all registration and end-of-term actions, including the electronic entry and imaging of required data.

Maintains the reconciliation and follow-up of student accounts receivable. Initiates student account collections in accordance with established procedures.

Ensures the safeguarding of all University assets, including physical property, textual materials, academic support materials and University funds. Maintains an accurate equipment inventory at all times. Along with other campus staff members, ensures that campus financial affairs are in good order and that the campus is audit ready at all times.

### Qualifications

#### Required Qualifications:

Bachelor's degree

(3-5) years of work related experience

#### Required Skills, Knowledge, Abilities:

Analytical skills with an in depth knowledge of information systems and technical expertise with Microsoft operating systems, Access, Excel, PowerPoint, Word, Outlook/email, and Internet end-user

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applications.

Excellent customer service skills

Preferred Qualifications:

Prior experience in higher education or counseling

Marketing or advertising experience

Aviation experience

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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