

**Campus Director, Marine Corps Base Quantico Campus  
Embry-Riddle Aeronautical University**

Direct Link: <https://www.AcademicKeys.com/r?job=134277>

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Posted Dec. 2, 2019, expired Apr. 2, 2020

**Job Title** Campus Director, Marine Corps Base Quantico Campus

**Department**

**Institution** Embry-Riddle Aeronautical University  
Quantico, Virginia

**Date Posted** Dec. 2, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Director/Manager

**Academic Field(s)** Student Affairs

Enrollment Management/Registrar

Senior Administration

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190698>

**Apply By Email**

**Job Description**

Embry-Riddle Aeronautical University - Worldwide announces an exciting opportunity at the Marine Corps Base Quantico Campus location. The Campus Director is responsible for the operation of one or more Worldwide Campus locations. Reporting to an Executive Director of Campus Operations at Worldwide Headquarters, the Campus Director is responsible for administrative management and may supervise an Associate Campus Director and/or an Administrative Assistant. This position works closely with the Worldwide Directors of Enrollment Development in the setting of campus enrollment goals and in the oversight of the student enrollment life cycle, from prospective student to graduate.

Job Responsibilities Include:

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### Students

- Assists students with course registration and other requirements as needed
- Provides academic support as needed
- Assists students in the monitoring of degree maps
- Supports student persistence through advisement
- Advises to multiple modalities in the best interest of the student
- Resolves student issues or refers them to appropriate colleges or departments for resolution
- Collaborates with Worldwide headquarters in new-student orientation

### Administration

- Maintains a schedule of classes at the campus in collaboration with Worldwide headquarters
- Provides timely and accurate data and reports as required
- Ensures timely imaging of student records
- Supports electronic documentation and work flow with imaging system
- Conducts veterans certification
- Coordinates with state government agencies in licensing and compliance issues in coordination with Worldwide headquarters
- At military installations, coordinates with the educational services office and productively interacts with ESO's
- Provides updates to headquarters on substantive changes for accrediting bodies

### Marketing and Enrollment Management

- Regularly monitors progress to enrollment goals and works with Directors of Enrollment Management to maintain strategies
- Collaborates with the Enrollment Development Directors in the planning and execution of local marketing, industry relations, and community relations
- Conducts prospecting and communication management within the CRM system
- Collaborates with the Enrollment Development Directors in planning and execution of local marketing, industry relations, and community relations
- Attends local events to establish community contacts, promote Worldwide programs, and recruit students
- Engages in Business Development Activities (e.g., corporate educational partnerships) to enhance campus and Worldwide revenue streams

### Budget

- In collaboration with Worldwide headquarters, develops, monitors, and controls the fiscal year budgets of the campus
- Ensures the safeguarding of all University assets, including physical property, materials, and funds

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Maintains the reconciliation and follow-up of student accounts receivable  
Ensures the proper use and control of the Manager's Operating Fund

**Qualifications**

**Required Qualifications:**

Bachelor's degree

(1-3) years of work related experience

**Required Skills, Knowledge and Abilities:**

Ability and willingness to work independently and operate effectively in a geographically dispersed environment

Prior experience in management and supervision

Ability to work cooperatively with students, staff, and faculty, both face-to-face and at a distance

Excellent verbal and written communication skills

Excellent organizational skills

Ability to maintain a positive and professional image and maintain composure under pressure

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 applications.

**Preferred Skills, Knowledge and Abilities:**

Experience in higher education administration, marketing, and/or customer service.

**Contact Information**

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

**Contact**