



National Latino Education Institute

2011 West Pershing Road
Chicago, Illinois 60609
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www.nlei.org

Position Announcement

POSITION TITLE: Campus Director

RESPONSIBLE TO: Executive Director

JOB DESCRIPTION: The Campus Director is ultimately responsible for all operations of the education institute. The position is responsible for ensuring that academic operations meet their prescribed goals, ensure that education operations are in compliance with all applicable laws, regulations and accrediting standards.

Ensures that all prescribed budgets and key performance area targets are met including the campus budget, personnel, student retention rates, student career placement rates, campus default rates, and graduate pass rates on outside exams. Supervises admissions, curricula, faculty, financial aid, student services and student records.

DUTIES/RESPONSIBILITIES:

1. Supports the mission of NLEI. Upholds organizational policies.
2. Adheres to academic integrity.
3. Oversees day-to-day academic, education and all school operations.
4. Facilitates positive relations with and among faculty, staff and students.
5. Responsible for managing campus budgets.
6. Responsible for the supervision and administration of accreditation, licensing, and required reporting. Ensures compliance for the Illinois Board of Higher Education (IBHE); Accrediting Council for Independent Colleges and Schools (ACICS); American Association of Medical Assistants (AAMA); Commission on Allied Health Education Programs (CAHEEP) and the U.S. Department of Education (DOE).
7. Responsible for campus safety reporting and campus facilities compliance.
8. Solicits, interviews, supervises, hires and evaluates faculty, education and student services personnel.
9. Works closely and communicates effectively with program advisory committees, faculty, and staff in a team approach to identify and meet the organizational goals, training, and education needs of our diverse student population.
10. Enhances the professional growth, development and performance of the faculty and campus personnel. Develops and manages professional development plans in accordance with institutional and program accrediting bodies.
11. Supervises admissions, financial aid, career services, student records, maintenance and other administrative functions.
12. Conducts regular faculty and staff meetings. Responsible for meeting minutes. Ensures accreditation compliance as it relates to faculty meetings and their published agendas and minutes as required by institutional and program accreditors.
13. Develops and coordinates education, training and participant service delivery systems.
14. Works closely with faculty to attain successful student outcomes. Schedules faculty in-service sessions. Assures that all NLEI faculties engage in professional development activities.
15. Trains appropriate personnel on applicable IBHE/ACICS//USDOE and industry accreditor requirements. Fosters an environment of compliance and student satisfaction.
16. Ultimately responsible for Academic Student Catalog and Satisfactory Academic Progress Policy, grading and attendance records, student services, student grievances, and the enforcement of school rules and regulations.

Mission:

The National Latino Education Institute advances our community's economic independence through market and results driven education, training, employment, and advocacy.

17. Determines student probationary periods, academic probation, and/or dismissals when necessary.
18. Develops plans of corrective action, if necessary.
19. Oversees the development, design, revision and enhancement of curricula and educational programs.
20. Researches and selects textbooks and other instructional materials. Determines the course index number; and the extent and length of courses.
21. Calculates credit hours per IBHE, ACICS, and DOE standards; sets course prerequisites; creates course description for the Academic Catalog; sets course competencies; determines grading standards; and delineates the course outline.
22. Manages the student and faculty resource centers. Updates systems for faculty and student access to multimedia holdings.
23. Keeps faculty qualification materials in compliance with all accreditation and licensing standards and criteria.
24. Oversees the accuracy, quality, and completeness of transcripts, student grade reports, and student records that meet the standards of all licensing and accreditation entities.
25. Ensures compliance with regards to the determination and effective documentation of student grievances, student probationary periods, academic probation, and/or dismissals when necessary.
26. Composes and updates the annual Campus Effectiveness Plan. This planning tool/document delivers a timeline for the agency's fiscal year's scheduling of programs and courses and allows administration to make decisions regarding enrollment goals; budget projections; and compliance with program and contractual goals.
27. Assists with institutional audits.
28. Duties as deemed necessary and appropriate.

QUALIFICATIONS:

- A minimum of a Bachelor's degree is required with at least two years of work experience in education administration that provides an understanding of the various aspects of campus management. Master's Degree preferred.
- Prior experience indicating the ability to provide flexible leadership and management to faculty and staff members who have a variety of experiences, personal attributes and backgrounds.
- Experience in accreditation and licensing.
- Prior experience in budgeting and/or managing financial statements is preferred.
- Experience in virtual or distance learning is preferred. Strong computer skills required.
- Excellent written and verbal communication skills.
- Some travel may require overnight stays for compliance trainings, meetings and/or conferences.
- Due to pandemic, travel is temporarily suspended and commitments are held virtually.
- Must be flexible to meet schedules that include evening and weekend hours.

OTHER SKILLS and ABILITIES:

Interact in a pleasant and professional manner. Ability to work well under pressure, manage multiple priorities, set and meet deadlines and manage unexpected situations. Previous experience beneficial. Strong technology skills necessary.

To Apply send resumes to: resumes@nlei.org

About NLEI:

Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization as it is an education institution and a nonprofit community-based organization serving the LatinX community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, a partner of the American Jobs Center, the IL Veterans Administration and a National Center for Competency Testing (NCCT). NLEI also provides community workforce services and has a myriad of credentialing partners and industry relationships. E/E/O

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