

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Campus Manager	Classification: Exempt	LOCATION: TBD Work Designation:OS
MANAGER/REPORTS TO: Lead Campus Manager	OVERTIME ELIGIBLE: YES NO X	# OF DIRECT REPORTS:

GENERAL STATEMENT OF RESPONSIBILITIES:

To assure smooth, efficient and effective operation of the campus, promote the college for the best interest of our students and employees and to maintain a high level of confidentiality, accuracy and professionalism.

ESSENTIAL FUNCTIONS:

Standard Expectations:

- Responsible for the daily operations, including the inputting, recording and reconciling of business transactions of the campus and campus business office as it relates to students, staff, telephone operations, and public inquiries.
- Coordinates campus activities, schedule classrooms, use of facilities, and prepare rental agreements.
- Receives, deposits and reconciles college funds, student billing trouble shooting and submit appropriate documentation to the District Business Office.
- Coordinates transportation needs and schedule vehicles for faculty, staff and students. Ensure vehicles are scheduled for maintenance and in a clean condition, both internal and external.
- Oversees control of facility key use HVAC , and requests maintenance and repair of physical facilities.
- Facilitates the registration process as directed by the Registrar’s Office.
- Facilitates the financial aid process as directed by the Financial Aid Office.
- Coordinates the distribution of incoming and outgoing mail.
- Acts as liaison for students, staff and the public with other college departments; make referrals as necessary.
- Maintains and contributes to updating handbooks: manager, custodian and monitor.
- May be responsible for inputting, recording and reconciling off-site location registration materials.
- Supervises, hires, trains and schedules office staff, custodial staff or contracted custodial staff, and monitor(s).
- Creates incident reports regarding difficulties with students, faculty or public relations.
- Maintains inventory of office and custodial supplies.
- Attends campus-wide meetings and serve on task force and committees as assigned.
- Chair of Safety Committee and oversees safety measures.
- Organizes and supports community outreach within our district.
- Performs other duties as assigned.

Standard Competencies:

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E-Sign), Google Applications (Drive), Slack, Zoom, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff and the general public. Excellent intrapersonal skills.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Basic
Continual Improvement	Ability to seek opportunities for professional growth.	Basic
Action Oriented	Ability to make decisions and take action.	Advanced
Confidentiality	Ability to maintain confidentiality, follow FERPA and maintain professionalism.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without a reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range(corrected) and speak and give directions clearly. Obtain a CPR Certification within 1 year of employment.	Basic
Policies and Procedures	Knowledge of the college-wide policies and procedures and the ability to facilitate policies and procedures Knowledge of Federal and State Labor Laws.	Intermediate

MINIMUM QUALIFICATIONS: Associate’s degree and three years related administrative level experience and one-year supervisory experience.

PREFERRED QUALIFICATIONS: Bachelor’s degree.

TERMS OF EMPLOYMENT:

- One-year probationary period.

BENEFITS:

Based on College Procedure employees may be eligible for up to:

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days Spring Break Leave
- 15-20 Days of Annual Leave (Depending on Service Length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long Term Disability Insurance