

**Director of Campus Operations
Galen College of Nursing
San Antonio, TX**

Galen College of Nursing is currently seeking a Director of Campus Operations. The Director is responsible for leading, evaluating, and managing the administrative functions of the campus, ensuring that every department adheres to established internal and regulatory guidelines while providing excellent customer service. Departments and functions managed include admissions, facilities, campus level information technology financial aid, human resources, reception, and registration.

Galen College of Nursing is an innovative institution of higher learning dedicated to nursing education and is one of the largest private nursing colleges in the United States. Galen's main campus is located in Louisville, Ky., with branch campuses in Cincinnati, San Antonio, and Tampa Bay. Galen is committed to ensuring institutional quality, providing a collaborative environment, and facilitating student success. Galen is led by a board of directors made up of nationally recognized leaders in nursing and education and a strong, progressive leadership team.

Major responsibilities include:

1. Responsible for the operation and cohesive functioning of the various administrative departments.
2. Responsible for communicating with the Campus Dean and System Admissions, Financial Aid, and Registration departments regarding potential, current, and graduating student issues.
3. Maintain familiarity with internal policies and procedures and abides by regulatory guidelines as established by the appropriate organizations.
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5. Responsible for recruitment, scheduling, counseling, and performance evaluation of all administrative services employees.
6. Establish and maintain a climate which encourages the development and retention of competent personnel, a high level of morale, and achievement of the College's goals.
7. Oversee invoice processing, petty cash management, deposits, and other reconciliations at the campus level.
8. Compile, prepare, and submit all necessary paperwork to System Human Resources for new and existing employees as needed or as requested by the Human Resources department.
9. Coordinate all processes involved in on-campus events.
10. Advise the Dean on all administrative matters and maintain a proactive approach to maintaining office morale and internal consistency.
11. Facilitate the creation of student friendly quarterly class schedules in conjunction with clinical availability as directed by the Dean and program directors and coordinators.

12. Facilitate communications between the academic and administrative services of the College to enhance productivity, maintain a positive working environment, and enhance customer service for students.
13. Coordinate and assign activities related to quarterly orientation and graduation, and admission testing (PAX)
14. Coordination of student evaluations of courses, services and faculty.
15. Coordination of Galen Campus Facilities safety plan at local campus sites.
16. Coordination of monitoring Galen's equipment and supply inventory at local campus sites.
17. Provide the leadership and vision to enhance and strengthen the campus's, administrative services, fiscal responsibility, human resources, and physical facilities.
18. Along with Dean, manage campus budget to ensure targets are achieved or exceeded.
19. Assess the institutional effectiveness of the campus and ensure budgetary resource allocation is appropriated in direct conjunction with future campus needs.

Position requirements:

1. Minimum of a bachelor's degree, master's degree preferred.
2. Minimum of 8 years of demonstrated leadership capability.
3. Strong operational leadership experience required.
4. Ability to communicate effectively, verbally, and in writing, with internal and external stakeholders.
5. Reasonable combination of formal education and experiential knowledge in higher education necessary to provide effective leadership of the campus.

Qualified applicants should submit a cover letter and resume to hr@galencollege.edu or (877) 737-9763 (fax).

To learn more about Galen College of Nursing, visit GalenCollege.edu. Galen College of Nursing is an equal opportunity employer; encouraging a diverse workforce.