

## **DIRECTOR of the OTTAWA CAMPUS**

Reports to: Vice President for Student Learning

Classification: Full-time, 12-month Employee

Pay Status: Senior Administrator, Exempt

Fringe Benefits per Board Policy

Starting Salary Range: \$45,000 – 55,000

Revised: September 2023

This position reports to the Vice President for Student Learning and provides leadership for the Ottawa Campus. Duties include, but are not limited to:

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **DUTIES**

1. Facilitate the development, implementation, and evaluation of academic offerings at the Ottawa Campus in coordination with the relevant supervisor of that area.
2. Fulfill academic process responsibilities as outlined in the College catalog.
3. Serve as the point of contact for the Emergency Action Plan and fulfill all the responsibilities as outlined in the plan.
4. Serve as the ADA compliance officer for the Ottawa Campus and on the Title IX team.
5. Work with Division Chairs, Directors, and the Ottawa Receptionist to develop the course location plan for each term.
6. Manage the office location of all employees under the direction of the President.
7. Supervise the Receptionist at the Ottawa Campus, and help other direct supervisors manage the supervision of other personnel assigned to the Ottawa Campus.
8. Develop and administer an annual budget including day to day processing of purchase requisitions and travel requests.
9. Prepare facilities and manage community requests for building use in coordination with the Vice President for Operations.
10. Serve as a “day-to-day” resource for non-instructional staff and student employees with coordination through appropriate administrators of the College.
11. Help to recognize new areas of opportunity for the college to respond.
12. Promote open communications among the faculty and staff.
13. Coordinate with division chairs, deans, directors and assist with recommendations for employment and renewal of faculty and staff.
14. Respond when called upon to represent the college to external community groups and at economic development functions throughout the service area.
15. All other duties assigned.

### **Required Knowledge and Abilities**

1. Evidence of excellent oral and written communication skills.
2. Proven strong computer skills.
3. Proven leadership and supervisory skills.
4. Ability to work effectively with diverse populations.

5. Strong organizational and coordinating skills.
6. Willingness and ability to work as a member of a team.
7. Ability to arrive at the Ottawa campus from home within 15 minutes.

### **Education and Experience**

1. Master's degree preferred, Bachelor degree required in related discipline, with education experience and (preferred) progressive leadership roles.
2. Supervision of employees in an education environment is preferred.

### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. Limited physical effort required.
3. Some travel and evening hours are required.
4. Ability to sit for long periods while operating a personal computer is required.

### **Application**

Please submit a letter of application, resume with names and phone numbers of five references, unofficial transcripts, and NCCC employment application to:

Human Resources Director, Director of the Ottawa Campus, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). NCCC employment application available at [www.neosho.edu/Careers.aspx](http://www.neosho.edu/Careers.aspx). Review of applications begins upon receipt

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>