

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Campus Manager – Craig Campus

DEPARTMENT: Existing Department

REPORTS TO: Current Supervisor

SUPERVISES: N/A

FLSA: Exempt **FACULTY** _____ **APT** X _____

DOCUMENT STATUS: New/Date: 08/18/2021 Revision #: _____ Date: _____

TRAVEL: Occasional

COLLEGE-WIDE _____ **CAMPUS:** _____ **RANGELY** X **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

Review of applications will begin immediately.

GENERAL SUMMARY:

This position will be expected to act as an intermediary among and between various CNCC Departments, as well as with external and internal customers. The Campus Manager will be expected to implement policy as directed by Administration as well as ensure staff and faculty follow all necessary policy and procedures. This position will take charge of security and concerns on Campus, and report them to the appropriate personnel as needed.

PRIMARY DUTIES:

- Act as first point of contact for all issues pertaining to the daily operations of the CNCC Craig Campus
- Act as intermediary between various departments, as well as both internal and external customers
- Assist with the implementation and enforcement of CNCC policies and procedures. Align goals and activities to the overall Mission and Vision of CNCC
- Meet with Administration as needed to ensure the concerns, needs and goals of the Craig Campus are communicated
- Address security and facility concerns as needed. Work with the appropriate departments to solve problems in a timely manner

- The Campus Manager will need to keep an eye out for potential hazards and take appropriate steps to mitigate such concerns. Potential issues may include areas with poor lighting, staff practices that leave the school open to negligence charges and policies, etc.
- Collaborate with the Director of Human Resources for any and all personnel needs as they arise

ESSENTIAL QUALIFICATIONS:

- 1. Education and Training:**
Bachelor's Degree
- 2. Prior Related Experience:**
3-5 years of management experience
- 3. Licensure/Certification:**
Valid Colorado Driver License
- 4. Equipment & Skills:**
Various equipment to do with field of study/Computer, appropriate lab equipment
- 5. Other Qualifications:**
Demonstrated ability to communicate a very high level, both written and verbal
Team player

DESIRABLE/PREFERRED QUALIFICATIONS:

- 1. Education and Training:**
Master's degree in Business Administration or related field.
- 2. Equipment & Skills:**
BANNER Software experience
- 3. Other Qualifications:**
Ability to create powerful partnerships

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting	X					
Stationary Standing	X					
Walking	X					
Ability to be Mobile					X	
Crouching (bend at knees)	X					
Kneeling/Crawling	X					
Stooping (bend at waist)	X					
Twisting (knees/waist/neck)	X					
Turn/Pivot	X					
Climbing	X					
Balancing	X					
Reaching Overhead	X					
Reaching Extension	X					
Manual Dexterity	X					
Pushing/Pulling						
1 - 10 lbs.	X					
11 - 20 lbs.	X					
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.	X					
11 - 20 lbs.	X					
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.

Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			Masks and other COVID safety materials as required.
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles	X					
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____