



PCHS is seeking a dynamic individual for the position of Campus Director at our New York campus.

Job Summary:

The Campus Director is responsible for leading, directing, and overseeing the daily and long-term operations of the NY campus and directly responsible for the implementation of the policies and procedures as set forth by the Board of Directors. This position reports directly to the Chief Executive Officer.

Primary Responsibilities:

- Directs and supervises the daily flow of business for the NY campus and clinic
- Oversees daily campus budgetary decisions
- Ensures that established enrollment, budgetary, and other operational expectations are achieved on a regular basis
- Engages all constituents to work together to collaboratively address the needs of the campus
- Serves as a liaison between departments and other Pacific College campuses
- Ensures all administrative functions operate within Pacific College's established policies and procedures
- Provides overall leadership and ensures the ongoing maintenance oversight for the NY campus accreditation process
- Builds and sustains a diverse campus community
- Interviews, hires, trains, and evaluates non-academic campus-level management and administrative staff
- Oversees student complaints and the disciplinary process; resolves sensitive and controversial issues
- Promotes collegiality, teamwork, and respect among all the college constituencies
- Creates an atmosphere conducive to high faculty, staff, and student morale.
- Maintains job descriptions and ensures a fully trained and staffed team
- Provides leadership for institutional and strategic planning and works collegially on planning processes
- Champions and supports staff and faculty development
- Maintains quality, meaningful communication within the College while advocating team awareness and mission statement adherence.
- Serves on or chairs committees including the Student Success Committee, President's Council, etc.
- Ensures that each non-academic campus-level manager is aware of performance expectations in his/her area
- Performs related duties as required.

Minimum, Required Qualifications:

- A Bachelor's degree in Education or Business.
- Minimum of 5 years demonstrated, successful leadership experience.
- Experience working in higher education and/or the healthcare industry
- Strong working knowledge of the Microsoft Office suite
- Excellent team building, mentoring, and leadership skills.
- Ability to successfully prioritize and manage multiple priorities congruently and balance long-range planning.
- Excellent oral, written, and interpersonal communications skills.

Desired Qualifications:

- Master's degree
- Experience with Campus Vue
- Knowledge of Financial aid regulations

Application Deadline/Procedures:

To apply, please send a cover letter describing your qualifications and resume/CV to Marcy Madix, Vice President of Human Resources, at mmadix@pacificcollege.edu. **The application deadline is August 15th, 2022.**



Pacific College of Health and Science is one of the oldest and largest accredited institutions training professionals in integrative medicine. The College was founded in 1986 with the mission of training primary healthcare providers in the field of Chinese medicine. In addition to Acupuncture and Chinese herbal medicine, the College has expanded its areas of integrative health education to include holistic nursing, massage therapy, health & human performance, public health education & promotion, and medical cannabis.

Pacific College has campuses in New York, San Diego, and Chicago, and features esteemed faculty from around the globe, many of whom conduct ongoing research and educate approximately 2,000 students every year. We are committed to creating a diverse community of faculty, staff, and students. Pacific College of Health and Science is an Equal Opportunity Employer. Applicants are considered on the basis of their qualifications for the position without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, disability, veteran's status, or any other personal trait protected by federal, state or local law.