**Job Title:** Satellite Operations Director

**Job Code:** 10052

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**JOB SUMMARY**

The Director of Satellite Operations is responsible for the administration and operation of a technical college satellite campus.

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**MAJOR DUTIES**

- Develops and implements an educational plan of a satellite campus to ensure staff, space and materials are adequate;
- Plans and organizes the work to meet the technical college’s objectives;
- Addresses/ resol ves complaints and needs of students, faculty, staff and outside customers;
- Serves as liaison to departments of the technical college;
- Promotes the satellite campus program to public and private organizations supporting expanded services and facilities;
- Reviews and approves requests for supplies and materials;
- Plans and manages activities of admissions and financial aid for all new and re-entering students;
- Maintains or oversees the maintenance of all student records;
- Attends campus program advisory meetings;
- Provides leadership for committees, special projects and initiatives as assigned;
- Directs building security staffing. Ensures policies and procedures relating to the administration of building security, parking and emergency preparedness are followed;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

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**COMPETENCIES**

- Knowledge of TCSG and college policies and procedures
- Knowledge of student records retention practices
- Knowledge of admissions regulations and guidelines
- Knowledge of financial aid regulations and guidelines
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
Supervisory skills
Oral and written communication skills

MINIMUM QUALIFICATIONS

Bachelor’s degree from a regionally accredited college or university *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.