

Director of Administration

Company Description:

Douglas J owns and operates high-end Salon/Spas and Cosmetology Institutes throughout Michigan, Illinois and Tennessee that pride themselves in taking the Salon/Spa Industry to the highest level of professionalism and guest servicing. We offer a complete menu of services in hair, color, nail therapy, skin care and massage therapy. We are known for being on the cutting edge of everything the Salon/Spa Industry has to offer. The most important priority at Douglas J is providing the guest with high quality services that make them look and feel great. We continue to exceed expectations by offering the highest level of technical and professional service that have been the foundation of the company since its creation over 40 years ago.

Position Summary:

The Director of Administration sits as a part of the Institute Leadership team and supervises and provides guidance to the Institute's Administrative Team (Admissions and Financial Aid) to ensure the Institute achieves its enrollment goals and maintains compliant student records. Through working with the Graduate Services Manager, this position is also responsible for ensuring the Institute meets its placement, licensure, and completion rate benchmarks.

Essential Duties and Responsibilities (including but not limited to):

- Directly supervises the Admissions Coordinator and FACC
- Manage the day-to-day schedules of the administrative team, coach and conduct performance reviews for team and plan regular team meetings
- Monitor and make recommendations to improve policies, procedures, and methods within the department
- Keep Institute Director informed on the status current enrollment and administrative benchmarks and any challenges
- Must stay current and knowledgeable of applicable state, NACCAS, and DOE regulations
- Regularly attend Financial Aid, NACCAS, and Admissions/Sales trainings as set forth by the Institute Development Team
- Assist with Career Planning Sessions, 2nd appointments, Financial Aid appointments as needed
- Uphold and enforce the Douglas J Creed
- Responsible for placement, licensure, completion rates of students
- Responsible for ensuring the Institute meets its enrollment goals as set forth in power planning
- Manages student LOA's, withdrawals, transfers and program changes
- Manages graduate preparations and assists with licensure issues

Qualifications:

- Extremely detail oriented and organized
- Excellent verbal and written communication skills
- Proven leadership skills and abilities
- Ability to multi-task
- Ability to adhere to strict confidentiality in all matters
- Ability to maintain professional relationships
- Sales oriented

- Self-starter and works well independently
- Strong computer skills including ability to work within databases and proficiency with MSOffice
- Polished, professional image
- Ability to work evenings and weekends as needed