Campus Director

Campus Direct Management Inc.

Job ID
39410

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LOCATION	DATE POSTED	EXPIRY DATE
2nd Floor, 8338 120 St, Surrey, BC| British Columbia	18-03-2026	14-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $100,000 (Annually)	3 years to less than 5 years	Bachelor's degree

Job Details

Position Type: Full-time, On-site

Term: Permanent

Hours: 30 hours per week

Salary: $100,000 [annually]

Language of work: English

NOC Code: 40020 – Administrators – Post-secondary Education and Vocational Training

Job Description

Job Summary

The Campus Director provides strategic leadership and operational oversight of campus operations, ensuring academic excellence, student satisfaction, and regulatory compliance. This position is responsible for driving institutional growth through effective management of administration, registration, budgets, and student services, in alignment with Campus Direct Management Inc.’s mission and the standards set by regulatory bodies such as PTIRU and EQA.

Key Duties and Responsibilities

Leadership and Operations

• Planning, organizing and directing day-to-day campus operations, aligning the academic curriculum, student services, and administrative processes with institutional priorities and regulatory standards(PTIRU, EQA).

• Oversee academic records and registration tasks for ensuring smooth, efficient, and compliant admissions and campus operations.

Admissions and Student Services

• Drive student enrollment growth by overseeing admissions processes and directing staff in organizing course information and admission requirements in line with institutional and regulatory requirements.

• Consult with the faculty and review admissions statistics for development of streamlined registration policies.

Financial and Administrative Management

• Manage campus financial performance, including budget development and cost optimization for projects, programs, equipment and support services to achieve operational targets.

• Utilize key performance indicators (KPIs) and data analytics to monitor revenue, expenditures, and profitability.
• Oversee profit and loss (P&L) management to increase efficiency and financial sustainability.
• Ensure compliance with all financial, administrative, and institutional policies and procedures.

Compliance and Continuous Improvement
• Ensure full compliance with all institutional, provincial, and federal regulations through internal audits, policy reviews, and continuous process improvement.
• Maintain campus readiness for external audits and inspections, ensuring documentation accuracy and adherence to quality standards.
Professional Conduct and Representation
• Model the highest standards of professionalism, ethics, and integrity in all interactions and decision-making.
• Thrive in a dynamic environment by balancing multiple priorities and deadlines through effective planning and problem-solving.

Qualifications and Experience
• Bachelor’s degree in Education, Business Administration, Commerce, or a related field.
• Minimum 3 years of progressive leadership experience in post-secondary education, training, or academic administration.
• Proven experience in management of academic registration administration and operations.
• Strong understanding of PTIRU, EQA, and Ministry of Advanced Education compliance standards.
• Excellent leadership, communication, and organizational skills.

Work Conditions
• On-site position based in Surrey, BC.
• Fast-paced office environment requiring multitasking and effective time management.
• Occasional evening or weekend events may be required.

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