



Campus Administrator

Organization: Innovative University of Enga

Department: Administrative Affairs

Reports To: Director HR/Vice President-Administration

Employment Type: Full-Time

Job Summary

The Campus Administrator is responsible for managing and coordinating the daily administrative operations of the university campus. The role ensures that academic and non-academic services run efficiently while supporting staff, students, and management in achieving the institution's strategic objectives.

Key Responsibilities

1. Campus Operations Management

- Oversee the day-to-day administrative operations of the campus.
- Ensure all campus services operate efficiently and effectively.
- Coordinate administrative support for academic departments.
- Implement university policies and procedures at campus level.

2. Staff Supervision

- Supervise administrative and support staff working on campus.
- Coordinate staff schedules and duties.
- Provide leadership, guidance, and performance monitoring.
- Assist with recruitment, orientation, and training of administrative staff.

3. Student Administrative Support

- Ensure efficient student services including registration, records, and inquiries.
- Address student administrative concerns and resolve issues promptly.

- Support academic departments with student administration processes.

4. Facilities and Resource Management

- Monitor the condition and usage of campus facilities including classrooms, offices, and equipment.
- Coordinate maintenance and repairs with relevant departments.
- Ensure effective use of campus resources.

5. Financial and Budget Administration

- Assist in preparing and managing campus operational budgets.
- Monitor expenditure related to campus administration.
- Ensure compliance with financial policies and procedures.

6. Coordination and Communication

- Serve as the key communication link between campus departments and university management.
- Coordinate meetings, events, and official campus activities.
- Liaise with external stakeholders and service providers.

7. Compliance and Policy Implementation

- Ensure adherence to university regulations, policies, and procedures.
- Maintain administrative records and documentation.
- Support audits and compliance reviews when required.

8. Reporting

- Prepare administrative and operational reports for university management.
- Provide updates on campus activities, issues, and improvements.
- Maintain records of campus operations and administrative activities.

Qualifications

- Bachelor's Degree in:
 - Business Administration
 - Public Administration
 - Education Management

- Management or related field
- A **Master's degree** in Administration, Management, or Education Leadership is an advantage.

Experience

- Minimum **3–5 years of experience** in administration, preferably in a university or educational institution.
- Experience in supervising staff and managing administrative operations.

Skills and Competencies

- Strong leadership and management skills
- Excellent organizational and administrative abilities
- Good communication and interpersonal skills
- Problem-solving and decision-making ability
- Knowledge of university administrative procedures
- Computer literacy (MS Office and administrative systems)

Key Performance Indicators (KPIs)

- Efficient campus operations
 - Staff performance and coordination
 - Quality of administrative support to academic departments
 - Timeliness and accuracy of reports
 - Compliance with university policies
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