**Campus Manager**

Claim Academy is a premier, Saint Louis based developer boot camp, approved to operate by the Missouri Department of Higher Education and Workforce Development. Our boot camp offers immersive on-campus and online programs in *Software Engineering* and *Cybersecurity*. *(Rated as****"One of the Best Coding Bootcamps in 2018, 2019, 2020, 2021 & 2022"****by [SwitchUp).](https://www.switchup.org/bootcamps/claim-academy%22%20%5Ct%20%22_blank)*

Our mission is simple. To change lives in 12-14 weeks with tracks in Java, C#/.Net JavaScript, and Cybersecurity. OUR PROMISE? To transform novices into industry-ready, software developers through the rigorous coursework of pair programming, mentor sessions, and computer science industry programming techniques taught in-person by *expert* instructors.

We are now seeking an experienced **Campus Manager** whose primary goal is to work with our students and be sure that they are fully prepared to be successful. What to do exactly? Depends on the day, depends on their needs. You will figure it out shortly because here at Claim Academy, we are all here to *support our students!*

**Principal Responsibilities and Duties:**

* Serve as the students’ non-faculty primary point of contact.
* Build supportive relationships with students while assessing and delivering results on student needs.
* Refer and facilitate student engagement with campus support services.
* Advise students on program requirements, organizational policies, educational events and requirements for overall success.
* Develop long-term trusted relationships with key customer stakeholders as well as students.
* Identify and lead initiatives to maintain and manage students’ expectations and satisfaction.
* Direct and coordinate assigned company programs while managing budget.
* Independently manage activities with students on a regular basis.
* Manage our beautiful campus remembering that our students’ needs are our top priority.

**Knowledge and Minimum Requirements:**

* At least five years of successful experience in teaching and school administration
* Experience working with LMS systems.
* Excellent interpersonal skills and a collaborative management style.
* Excellent communication skills, both verbal and written
* Demonstrated vision, leadership and experience working with students.
* A demonstrated commitment to high professional ethical standards and a diverse workplace
* Excels at operating in a fast-paced, community environment.
* Excellent people manager, open to direction with collaborative work style
* Experience working with our military is a plus as is working in a diverse environment.
* Bachelor’s degree in business administration/Psychology or comparable degree with a strong knowledge of Microsoft Office