



**Executive Director of the DAVE School**  
**Position Description**



# The Opportunity

National University College (NUC) invites nominations and applications for the position of Executive Director of the DAVE School. DAVE School, a leading institution in digital animation and visual effects education, seeks a visionary Executive Director to oversee the growth and operations of our Orlando campus. Reporting to the President, the Executive Director will play a pivotal role in shaping the future of the school by fostering a thriving creative community and driving enrollment success.

# Responsibilities

- › Provide strategic leadership aligned with DAVE School's mission and vision.
- › Drive enrollment growth, retention, and graduate success through innovative initiatives.
- › Oversee all aspects of campus operations, including academic affairs, student services, faculty and staff development, financial management, and facilities.
- › Foster a positive and dynamic campus culture that inspires creativity, collaboration, and professional development.
- › Represent DAVE School at industry events and community functions to build strong partnerships and career opportunities for students.
- › Ensure compliance with all applicable laws, regulations, and accrediting agencies.

# Competencies

## **Business Skills**

- › Knowledge of current and possible future policies, practices, trends, technology, and information affecting his business and organization
- › Knows the competition – set activities to get to know the competition local & strategic for international business
- › Will be aware of how strategies and tactics work in the operating marketplace
- › Pick up on technical skills – DAVE School
- › Can learn new skills and knowledge about the school
- › Is good about learning about learning new industry, company, educational programs or technical knowledge

## **Operating Skills**

- › Makes decision on a timely manner under deadlines and pressure and make quick sounded decisions
- › Orchestrate multiple activities at once to accomplish goals
- › Uses resources or employees effectively and efficiently
- › Set objective and goals
- › Break down work into the process steps either for administrative or faculty members

- › Getting work done through others
- › Clear delegates routine and important tasks to Directs reports or employees
- › Shares responsibility and accountability to subordinates
- › Trust people to perform and lets the direct reports to finish their own work
- › Good establishing clear direction to employees or direct reports
- › Maintains dialogue and open communication with direct reports and staff
- › Monitors progress and results
- › Perform debriefing sessions to enhance operational procedures and tactics
- › Could be counted on to exceed goals
- › Push him and others to work towards the goals and objectives in a compliance environment
- › Can deal comfortably with senior managers

### **Strategic Agility**

- › Can set up rules and plans being agile in establishing new venues or tactics
- › Strategic thinker – vision align with business
- › Compliance oriented when agile and exploring new avenues
- › Has broad knowledge and perspective in the business for DAVE
- › Can create competitive and breakthrough strategies and plans – NUC objectives for FY

## **Qualifications**

- › Bachelor's degree in business administration, education, or a related field.
- › Minimum of five (5) years of experience in a senior leadership role at a post-secondary institution, preferably in a creative or artistic field.
- › Proven track record of successful enrollment management and program development.
- › Excellent communication and interpersonal skills with a passion for building relationships.
- › Commitment to fostering a diverse, inclusive, and student-centered learning environment.

## About the DAVE School

Located at Universal Studios Florida, DAVE School provides aspiring artists with unparalleled access to the world of animation and visual effects. Our programs, taught by industry professionals, prepare students with the skills and experience needed to succeed in the entertainment industry.

To read more <https://dave.nuc.edu/>

# Nomination & Application Process

# How to Apply

Greenwood Asher & Associates is assisting National University College (NUC) with this search. For a full application packet, please include a cover letter and CV.

We strongly encourage submitting application materials as PDF attachments. The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and continue until an appointment is made.

## Please direct inquiries and nominations to:

Itza Walters, Senior Executive Search Consultant

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Jeremy Duff, Vice President of Executive Search

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