



School Operations Manager

Style Mobb University is a nationally accredited cosmetology school, focused on providing high-quality education and training in the field of cosmetology. We are a growing cosmetology college with ambitious goals to grow bigger. We are currently seeking an experienced and motivated School Operations Manager to join our team and play a crucial role in expanding our institution.

Responsibilities:

1. Administration and Compliance:

- Ensure compliance with all local, state, and federal regulations related to education and cosmetology standards.
- Oversee accreditation and licensing processes to maintain our nationally accredited status.
- Stay updated on industry trends and regulatory changes, implementing necessary adjustments to policies and procedures.

2. Financial Management:

- Manage the school's budget, financial resources, and ensure efficient utilization of funds for growth initiatives.
- Oversee tuition fee structure, financial aid programs, payment processing, and financial record-keeping.
- Develop and implement strategies to optimize revenue generation and control costs.

3. Staff Management:

- Recruit, hire, train, and supervise qualified instructors and staff members.
- Conduct performance evaluations, providing professional development opportunities, and ensuring adequate staffing levels..
- Maintain adequate staffing levels and ensure a supportive and collaborative work environment.

4. Student Services:

- Oversee the student enrollment, admissions, and registration processes, ensuring a smooth and efficient experience for prospective students.
- Coordinate student support services, including academic advising, counseling, and career guidance.
- Implement strategies to enhance student engagement, satisfaction, and retention rates.

5. Facilities Management:

- Ensure that the school's facilities and equipment are well-maintained, safe, and conducive to effective teaching and learning.
- Manage maintenance and repair activities, as well as equipment procurement.
- Ensure compliance with health and safety regulations.

6. Industry Partnerships and Job Placement:

- Establish and maintain relationships with industry professionals, employers, and relevant organizations to enhance student learning experiences and facilitate job placement opportunities.



- Collaborate with the Career Services department to develop effective job placement strategies and initiatives for graduates.

7. Marketing and Recruitment:

- Develop and implement marketing strategies to attract and enroll prospective students, targeting specific demographics and regions.
- Organize and participate in school events, industry trade shows, and other relevant networking opportunities to promote the school's programs and services.
- Utilize various marketing channels, including social media, print media, and online advertising to increase brand awareness and student enrollment.

8. Data Analysis and Reporting:

- Collect and analyze data on student enrollment, retention, graduation rates, and job placement to evaluate the school's performance and identify areas for improvement.
- Prepare accurate and timely reports and present findings to school administrators, board members, and regulatory bodies.
- Use data to inform decision-making and develop strategies for growth and improvement.

Requirements:

- Bachelor's degree in Education, Business Administration, or a related field. Master's degree preferred.
- Previous experience in a managerial role within a cosmetology school or similar educational institution.
- Strong knowledge of education regulations and accreditation procedures.
- Excellent leadership and organizational skills.
- Strong financial management skills and experience with budgeting.
- Excellent communication and interpersonal skills.
- Ability to collaborate effectively with staff, instructors, students, and industry professionals.
- Analytical mindset and experience with data analysis and reporting.
- Flexibility to adapt to the changing needs of a growing institution.
- A passion for the cosmetology industry is a plus but a true commitment to providing high-quality education and training is a must.

If you believe you possess the qualifications and skills required for this role, we invite you to complete an application, submit your updated resume, and include a professional headshot. We look forward to reviewing your application and considering you for the position.

HR@StyleMobbUniversity.com