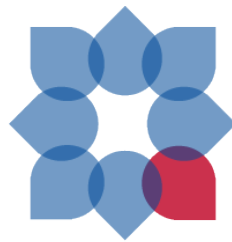


**Brookline College
Phoenix, Arizona**

**Position Profile
Chief Operating Officer
May 2017**

Prepared by:
Summit Search Solutions, Inc.



BROOKLINE COLLEGE

www.brooklinecollege.edu



THE INSTITUTION

Brookline College is an independent, accredited institution offering programs in nursing, allied health, business, and criminal justice. Its BSN program is both CCNE and ACEN accredited, and has excellent pass rates. The institution is committed to preparing students to meet the constantly changing workforce needs of our local communities. Brookline College is committed to serving a diverse student population.

Brookline College was originally incorporated and licensed in Arizona on October 18, 1979 as Arizona Institute of Business and Technology (AIBT), a non-profit business and technical school. In July 2007, the Hamilton White Group IIA, LLC (now Brookline College, LLC) purchased the assets of IIA, and in 2009 changed the school's name to Brookline College.

Today, Brookline College has four campuses - located in Phoenix, Tempe, Tucson, and Albuquerque as well as a presence online. Like many career-focused schools, Brookline College is adapting to dramatic shifts in the higher education marketplace, including increased competition from traditional institutions, shifting consumer expectations, regulatory complexity, and demographic changes. Brookline College has maintained its focus on student success throughout. The Board of Brookline College has challenged the new President and CEO with reinventing Brookline to ensure it can meet the training and education needs of the 21st century workforce.

Location: Phoenix, AZ



PHOENIX, AZ



TEMPE, AZ



TUCSON, AZ



ALBUQUERQUE, NM

THE OPPORTUNITY

The Chief Operating Officer (COO) position is a newly created role dedicated to enhancement of operations, reporting, systems, and admissions at Brookline College. The COO will collaborate with the Chief Executive Officer, a new Chief Marketing Officer and other executive team members to determine the best path for Brookline to align with workforce training and education needs while optimally meeting the needs of students and customers. The COO must be highly energetic, a quick study, and a confident leader who is comfortable in a small, nimble, fast-paced organization. The role will have a major impact on the strategic plans for the future and on the processes, policies, and systems that will support student success and institutional growth. This is an opportunity to make a mark on an industry and institution ripe for new and improved ways of preparing our students for employment.

The COO will have **oversight of Recruitment and Admissions; Campus Operations; and Information Systems** with direct reports including four Campus Directors, a regional admissions/operations lead, and an information systems lead. The COO will:

- Ensure that organizational systems are in place to allow for efficient and effective administration of the College.
- Lead the organization in using data to drive decision making and in using technology to ease organizational complexity and improve communication.
- Assess and ensure that key student/customer facing systems are leveraged to improve employee and student satisfaction.
- Positively impact recruitment, retention, and placement.
- Provide leadership to the College by establishing and overseeing annual College planning efforts in partnership with the Chief Financial Officers.
- Ensure organizational resources are aligned with the College's strategic goals.
- Oversee key information systems (e.g. CampusVue) and make recommendations to optimize or change systems. Keep the College current with technology.
- Provide accurate and timely analyses of performance, projects, and business trends in order to proactively address business challenges and opportunities.
- Enhance or develop policies and procedures (including systems) that will improve the operation and effectiveness of the College.
- Establish credibility throughout the organization and with the Board as an implementer of sustainable (practical, enforceable, and reliable) solutions to operational challenges.
- Drive continual improvement of the planning processes used for budgeting and for identification of operational issues impacting performance to the budget.
- Provide individuals with feedback and with professional and personal growth opportunities.
- Communicate proactively and effectively with faculty, staff, administration, and Board.
- Adhere to company policies and procedures.
- Comply with all State, Department of Education, and accreditation regulations.

Qualifications:

- MBA or other master's degree preferred.
- Senior leadership experience in operations with relevant industry experience and/or knowledge of the higher education and workforce training sectors.
- Technical understanding and analytical skills that will enable leadership of operational systems to enhance performance.
- Organizational skills and the ability to manage multiple priorities and activities.
- Very strong interpersonal and communication skills; the ability to relate to and influence people at all levels of an organization.
- Past experience or knowledge of recruitment and enrollment strategies and systems preferred.
- Ideal characteristics include: energetic, creative, forward thinking, ethical, self-directed, team oriented, politically savvy.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and are welcomed until position is filled. Click here to apply and be sure to include your resume and cover letter: [Apply Now](#)

Or you may cut and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=9315328&portalID=5652>

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Brookline College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



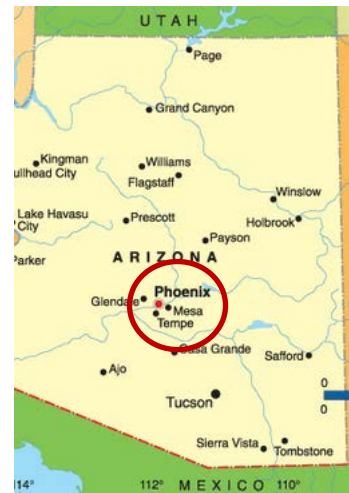
[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, New York and North Carolina.



PHOENIX, ARIZONA

Phoenix is a sophisticated western city that values its roots. Located in an area known as the "Valley of the Sun," Phoenix is surrounded by several mountain ranges and the Sonoran Desert, which provide gorgeous scenery and ample opportunities for hiking, biking, and horseback riding. Thanks to the warm climate and sunny skies, seasonal tourism plays a major role in the city's economy, with many visitors arriving in winter months to patronize area golf resorts and spas. Many locals live in beautiful suburbs such as Scottsdale, Tempe, Mesa and Glendale.

Somewhat surprisingly for a desert city, the Greater Phoenix area is home to over 100 golf courses. Other significant players in Phoenix's economy include government offices, high-tech companies such as Intel and Honeywell. Though Phoenix is one of the most populous cities in America, it is also sprawling and not densely settled, making the city feel more like a collection of urban villages than a metropolis. In the city center, however, visitors will still find a classic downtown area, complete with skyscrapers and world-class cultural attractions such as Phoenix Symphony Hall and the Orpheum Theatre. Other noteworthy attractions include the Phoenix Art Museum, the Arizona Science Center, the Phoenix Zoo, and the Musical Instrument Museum as well as the Pueblo Grande and Cultural Park and Heard Museums where you can learn about the Native American culture in the Southwest.



For more information on Phoenix, Arizona, please visit:

Visit Phoenix, http://www.visitphoenix.com/index.aspx?gclid=CMLXhY_px8ACFQto7AodgXgAcA
 Phoenix Chamber of Commerce, <http://www.phoenixchamber.com/>
 Arizona Office of Tourism, <https://tourism.az.gov/>

- Compared to the rest of the country, Phoenix's cost of living is 1.10% lower than the U.S. average.
- The unemployment rate in Phoenix is 5.40 %, (U.S. avg. is 6.30%). Recent job growth is positive. Phoenix jobs have increased by 1.99 %.

