

JOB DESCRIPTION:	Adult Education Services Director		
DEPARTMENT:	Adult Education Services		
REPORT TO:	AVP - Academic Affairs		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR	# 433130	DATE APPROVED:	19-OCT-2024
CLASSIFICATION:		DATE MODIFIED:	19-DEC-2025

SUMMARY: Manages, supervises and evaluates daily operations of the administrative functions for the Adult Education Services (AES).

DUTIES:

1. Manages and oversees the administrative and daily operations of the AES program, ensuring compliance with university, state, and federal policies and regulations.
2. Designs and develops or assists with design and development of program(s) or project(s).
3. Manages contract, grant, and/or state funding. Approves and monitors budget expenditures. Prepares budget revisions and provides interim status reports on all accounts. Oversees, coordinates, and/or assists with proposal writing to develop additional funding.
4. Provides technical and/or professional coordination and leadership in the execution of day-to-day program and project activities, as appropriate to program objectives and area of expertise.
5. Oversees and/or coordinates the collection, compilation, and analysis of program activity data. Develops, writes, and presents comprehensive statistical and narrative program reports.
6. Assists in producing, developing, advertising, and marketing project(s) and/or product(s) in various media such as print and video. Assists in developing teaching materials, handouts, news releases, pamphlets, and brochures.
7. Assists in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures.
8. Collaborates with university departments, programs, projects, local and state school systems, and/or community organizations to consolidate resources and enhance programs.
9. Conducts staff and instructor meetings at each respective AES program on an as-needed basis.
10. In conjunction with the Provost & VPAA, develops strategies and implements steps to increase and improve student participation and compliance levels with the AES.
11. Completes all reporting required by NMHED, NRS, and WNMU.
12. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate's degree in related field with 3 years of experience in educational programs. Bachelor's degree in Education, Business or similar field may substitute for 1 year of professional experience. Teaching experience preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of Western New Mexico University's mission, goals and objectives for student educational opportunities. Knowledge of the University's policies, procedures and

operating standards. Knowledge of the principles, practices, methods of program review, assessment and evaluations. Knowledge of the principles and practices of grant writing. Knowledge and understanding of AES and community issues. Ability to communicate effectively both verbally and in writing. Skill in establishing and maintaining strong interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community including staff, instructors, students, outside vendors, contractors, service agencies, local school personnel and various state and local agencies. Skill in interpreting and assessing situation issues and concerns. Skill in establishing and maintaining a position of leadership. Skill in presenting a variety of educational programs and presentations to various audiences with varying levels of understanding and interest. Ability to perform complex tasks and prioritize multiple projects. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)