

JOB DESCRIPTION:	Assistant Vice President of Academic Affairs/Dean of CASA		
DEPARTMENT:	Academic Affairs		
REPORT TO:	Provost & Vice President of Academic Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#185000	DATE APPROVED:	11-FEB-2022
		DATE MODIFIED:	09-JUN-2025

SUMMARY: Responsible for the implementation of initiatives to increase enrollment for Academic Affairs to include working in collaboration with all other university divisions. Assists and supports the Provost and Vice President for Academic Affairs in professional development activities, implementation and supervision of a university wide advising center. Responsible for the management of the university's community college function.

DUTIES:

1. Develops, implements, and manages plans in collaboration with Student Affairs and Enrollment Management and Business Affairs for the implementation of initiatives to increase enrollment, i.e., the 4K initiative.
2. Provides support for training and professional development related to academic programs.
3. Develops, implements, and manages plans for a unified university-wide advising center.
4. Works with the Provost & Vice President for Academic Affairs in the development of Career and Technical Education (CTE) offerings including competency-based education, certificates, and relevant workforce programs related to the community college function.
5. Represents the University on local advisory boards and state level committees related to CTE.
6. Oversees activities of the School of Applied Technology, referring complex and critical issues to the Provost & Vice President for Academic Affairs for review. Assists in developing operating goals and objectives for the School of Applied Technology.
7. Oversees activities of the Office of Adult Education Services, referring complex and critical issues to the Provost & Vice President for Academic Affairs for review.
8. Researches and resolves problems as assigned, discussing complex and critical issues with the Provost & Vice President for Academic Affairs for review. Works with the University attorney to resolve complaints and issues.
9. Assists the Associate Vice President for Academic Affairs in representing the University in meeting analytical and data collection needs as defined by accrediting agency requirements and standards.
10. Meets with faculty, students, and staff to discuss, mediate, and analyze issues, concerns and problems (e.g., grade appeals, student and faculty conflicts, faculty and department chair conflicts, and interpretation and application of established policies) within areas of assigned responsibility.
11. Plans, organizes, participates in meetings, committees, and activities related to academic programs, instructional activities, and functions to ensure daily operations comply with established University mission, goals, and objectives. Supervises program planning and assessment. Works to resolve undergraduate student problems. Investigates and responds to inquiries from students and faculty on academic issues within areas of assigned responsibility.
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:** Master's degree with three to five years of experience in an administrative position, good interpersonal relations along with experience in team leadership and decision making required. Doctorate degree preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles, practices, and techniques and methods of design, analysis, and control. Knowledge of the principles, practices, and techniques and methods of higher education. Knowledge of all applicable accrediting laws, regulations, requirements, and standards. Knowledge of the principles, practices, and techniques and methods of management, budgeting and supervision of subordinate staff. Knowledge of basic mediation techniques and methods. Skill in developing and maintaining various budgets. Skill in establishing and maintaining effective working relationships with faculty, staff, students, outside accrediting agencies, other University personnel, local community members, and Board of Regents members. Skill in providing guidance and motivation of subordinate staff for efficient and effective operations. Skill in interpreting complex statutes, procedures, rules, regulations, and guidelines. Ability to develop, plan, and implement short-and long-range goals. Ability to develop, plan, and implement shortand long-range goals. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Proficient in Microsoft Office Applications (Word, Excel, Power Point, and Outlook).
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.

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)