

JOB DESCRIPTION:	Assistant Vice President of Student Life		
DEPARTMENT:	Student Life		
REPORT TO:	VP of Student Affairs & Enrollment Management		
EEO CLASSIFICATION:	First/Mid-Level Officials	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 145000	DATE APPROVED:	06-APR-2023
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Plans, directs, supervises, and evaluates Student Life at Western New Mexico University. This position promotes and supports the learning experience of Western New Mexico University students by providing oversight for major campus activities programming, oversees and manages orientation activities, and provides oversight for student organizations.

DUTIES:

1. Provides direct leadership, supervision, and coordination for the offices of Student Life, Housing, and Campus Recreation.
2. Facilitates and promotes development of and encourages participation in programming designed to enhance campus life and students' personal growth, assisted by the campus clubs and organizations.
3. Provides management of Student Activities and Orientation budgets. Trains, mentors, and advises student leaders within WNMU, and other student leadership committees associated with executing annual campus events and programs. Conducts budgetary oversight and supervision of campus resources associated with the above. Receives and evaluates recommended annual budgets. Correlates budget to items necessary to implement strategic plan. Works with Business Affairs to ensure fiscal responsibility.
4. Serves as the Student Life Liaison for student clubs and organizations. Assists students, faculty, or staff members in the formation of new clubs or organizations.
5. Develops and implements all Orientation programs for summer, fall, and spring. These include but are not limited to opening ceremonies, student involvement fair, academic programs, food service needs, parent orientation programs, and other initiatives to engage our first-year students. Serves as the Chair of the Orientation Committee and acts as a liaison between all appropriate offices/individuals.
6. Plans and coordinates multiple and complex campus events and programs. Negotiates vendor contracts for campus events on behalf of the University. Coordinates the development of comprehensive activities and university events calendar for ongoing access to the University Community via multimedia communications systems. Creates and maintains website(s), social media account(s), and print marketing materials.
7. Fosters a unified culture of collaboration with other departments in the division, as well as other divisions, academics, athletics, alumni and parent programs, and operations and planning. Creates and strengthens cross-campus relationships for the development of new services provided through Student Affairs and Enrollment Management. Maintains a positive work environment by cooperating in a professional manner with the University Community.
8. Represents the Office of Student Life at recruiting events.
9. Develops, conducts, and communicates the results from regular assessment of programs and services provided through student involvement. Monitors and implements an employee accountability program that supports excellent customer service and student success.
10. Shapes environments in which students are trained and mentored as campus leaders, through education and training for organizations and committee members. Provides leadership in the development of the vision, long-range goals and objectives for all Student Life staff (Student Life, Career Services, Student Activities, Student Resources, Student Leadership, C-Rec, Housing) for the delivery of a strategic and holistic design that promotes student success.
11. Prepares and submits short and long-range enrollment and retention goals as part of the overall strategic planning process. Monitors outcomes and analyzes data for continuous improvement.
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 7 years of progressively responsible administrative experience in higher education within the areas of Student Affairs required. Doctorate degree preferred. Preferable experience with development and welfare of students. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of all applicable state, federal and regulatory agency laws, standards, requirements, and regulations governing the operation of institutions of higher education. Knowledge of the principles, practices, techniques, and methods of management, budgeting, and supervision of subordinate staff. Knowledge of the principles and methods of Total Quality Management. Knowledge of the principles and practices of budgeting, finance, contract writing, and program/service & business assessment and/or evaluation. Knowledge of strategic planning practices, principles, and techniques. Skill in reviewing, analyzing, and making assessments from various financial data sources. Skill in understanding, interpreting, and managing a variety of complex restricted and unrestricted funding sources, grants, and contracts. Skill in establishing and maintaining effective working relationships with faculty, university staff, local community leaders, state/federal agencies, Board of Regents members, and other interested parties. Skill in providing responsive and informative assistance/advice to the President and Board of Regents on a variety of matter affecting the operation of the University. Skill in working in an environment subject to quickly changing priorities and established deadlines. Skill in establishing and maintaining a position of leadership. Strong administrative and problem-solving skills, knowledge of current issues in higher education and how they affect student life, excellent communication skills, and sensitivity and commitment to diversity. Ability to develop, plan, and implement short-and 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.
 - 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)