

JOB DESCRIPTION:	Associate Vice President of Academic Affairs, Dean of the College of Professional Studies, Director of Graduate Division		
DEPARTMENT:	Academic Affairs		
REPORT TO:	Provost & Vice President of Academic Affairs		
EEO CLASSIFICATION:	First/Mid-Level Officials	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#183000	DATE APPROVED:	03-MAY-2021
		DATE MODIFIED:	09-JUN-2025

SUMMARY: Responsible for the day to day operations of the Academic Affairs Office and assists and supports the Provost and Vice President for Academic Affairs in all areas involved in the academic departments and programs, Miller Library, Fleming Museum, and Online and Distance Education.

DUTIES:

1. Reviews and monitors department budgets of all reporting areas to ensure compliance with established budgetary constraints. Manages the adjunct and overload budget. Makes budgetary and other academic projections. Manage the summer school budget.
2. Maintains confidential files and records of division information. Collects, compiles, and prepares materials, statistics, and documents for annual strategic planning sessions; maintains division records of established goals, objectives, and policies.
3. Assists in creating the contracts for full-time and part-time faculty.
4. Manages the day-to-day activities of the Graduate Division, referring complex and critical issues to the Provost & Vice President for Academic Affairs for review. Develops operating goals and objectives for the Graduate Division. Works with the Provost & Vice President for Academic Affairs in the development of faculty policy on graduate education. Chairs Graduate Monitoring Committee and attends Graduate Council and supports implementation of their recommendations relating to the Graduate Division. Manages, improves, develops, and expands the graduate assistantship and graduate scholarship program. Represents the University on the New Mexico Council of Graduate Deans.
5. Provides academic advice to graduate students referred by departments and deals with issues involving graduate student progress, appeals, individual and group complaints, and representations from groups of students about programs and/or departments.
6. Represents the Provost & Vice President for Academic Affairs in his or her absence at campus and state meetings. Speaks for the Provost & Vice President for Academic Affairs in his/her absence in the general areas of programs, faculty, University staff, and the general public. Answers questions and provides information about the division's programs and activities within the scope of delegated authority.
7. Researches and resolves problems, 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.
8. Represents the University in meeting analytical and data collection needs as defined by accrediting agency requirements and standards.
9. Meets with faculty, students, and staff to discuss, mediate, and analyze issues, concerns and problems (i.e. grade appeals, student and faculty conflicts, faculty and department chair conflicts, and interpretation and application of established policies). Works with the Chair from each academic department in the creation of class schedules.
10. 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 with undergraduate student problems. Investigates and responds to inquiries from students and faculty on academic issues.
11. 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.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Doctoral degree preferred. Master's degree with three to five years' experience in an administrative position, good interpersonal relations along with experience in team leadership and decision making required. 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. 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)