

JOB DESCRIPTION:	Director of Student Life and Student Success		
DEPARTMENT:	Student Life & Student Success		
REPORT TO:	Assistant to VP of Student Life		
EEO CLASSIFICATION:	First/Mid Officers & Manager	FLSA STATUS:	Exempt
CUPA HR	#196280	DATE APPROVED:	04-MAY-2023
CLASSIFICATION:		DATE MODIFIED:	19-MAR-2025

SUMMARY: Responsible for the management, supervision, and evaluation of all services for students under Student Life and Student Success.

DUTIES:

1. Provides leadership and policy development for Student Life and Student Success. Maintains programs that are committed to the university's mission and strategic plan.
2. Develops strategies for promoting student engagement and learning in collaboration with other departments within Student Affairs. Responsible for continued First 40 programming to assist in student retention.
3. Responsible for student leadership initiatives tasked by the Department of Student Life. Responsible for the management of the Life Lounge, implementation of student programming & student worker management.
4. Reviews student performance metrics and staff communication methods and volume to measure effectiveness of outreach strategies.
5. Develops broad-based strategic planning and vision for the overall student life experience, including initiatives that have led to successful outcomes.
6. Provides leadership guidance in analysis, review, creation and interpretation of student policies and procedures. Coordinates with Student Affairs response to major crises and other events impacting students within the University Community.
7. Supports, develops, and supervises scheduled Student Life & Students Success events including but not limited to the Great Race and Homecoming.
8. Identifies opportunities to create, improve and implement innovative services that support student success. Oversees the Student Hall of Fame selection process and annual induction ceremony.
9. Serves as advisor to student organizations, campus clubs, activities committees, and other student groups and organizations. Supervises Student Government students and events.
10. Works with the AVP of Student Life and other campus departments, as well as community, to provide a robust and engaging Student Life calendar with weekly events throughout the semester, that appeals to a variety of student interests, and focus on retention.
11. Develops and monitors the annual budget for Student Life & Student Success. Analyzes and reviews budgetary and financial data. Controls and authorizes expenditures in accordance with established policies, procedures, and regulations. Assures proper utilization of funds.
12. Oversees the coordination of student related educational, social, recreational, and cultural programs in collaboration with the Student Affairs.
13. Maintains equipment inventory, schedule of usage and security checks of equipment.
14. Manages Student Life and Student Success social media platforms.
15. Provides a broad range of administrative and supervisory functions. Supervises assigned staff, interns, student workers, and volunteers 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.

16. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in related field with four years of experience within higher education in a fast paced, diverse student services or other closely related field required. Master's degree in related area preferred. 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 practices of budgeting. Knowledge of strategic planning practices, principles, and techniques. Skill in reviewing, analyzing, and making assessments from various financial data sources. Skill in establishing and maintaining effective working relationships with faculty, university staff, and community. 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 and Student Life environments which include but not limited to programming and outside events. May be required to lift, push, and pull office equipment and materials. Must be able to visually and auditorily assess situations to ensure health and safety. 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)