

JOB DESCRIPTION:	Executive Administrative Assistant to AVPAA		
DEPARTMENT:	Academic Affairs – Professional Studies / Graduate Division / Workforce Development		
REPORT TO:	Associate Vice President/Dean of Professional Studies		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	511000	DATE APPROVED:	26-APR-2021
		DATE MODIFIED:	16-DEC-2025

SUMMARY: Provides executive-level administrative support to the Associate Vice President for Academic Affairs & Dean of Professional Studies. Oversees and coordinates complex administrative, financial, reporting, and operational functions across multiple academic, workforce development, graduate, and grant-funded units. Serves as a primary administrative liaison and exercises independent judgment, discretion, and confidentiality in support of institutional operations, compliance, and strategic initiatives.

DUTIES:

1. Serves as the primary executive administrator to the AVPAA & Dean in a one-on-one working relationship, acting as a trusted right hand to support daily operations, long-term planning, and institutional responsibilities.
2. Provides comprehensive administrative support for the College of Professional Studies, Graduate Division, Workforce Development and Career & Technical Education initiatives, Adult Education Services, Faculty Professional Development, advising and outreach operations, and other assigned units. Provides leadership to department administrative support personnel; manages correspondence between the Dean and the Professional Studies departments; schedules monthly meetings; and relays information from the Dean/AVPAA.
3. Assists in the administration of the Graduate Division, including coordination of graduate scholarships and graduate assistantships. Supports recruitment and selection processes for graduate assistants, including coordinating interviews, generating contracts, managing budgets, and facilitating communications with candidates and departments. Coordinates academic and administrative processes related to graduate programs in collaboration with faculty, departments, and Academic Affairs offices.
4. Acts as liaison for the Dean/AVPAA to all students, faculty, university staff, and the general public; answers questions and provides information about the University's programs and activities within the scope of delegated authority; researches and resolves problems but refers complex and critical issues to the Dean/AVPAA; collects and compiles agenda items in preparation for meetings; transcribes minutes of meetings; undertakes appropriate follow-up.
5. Initiates, composes, and prepares a variety of internal and external correspondence, memos, and reports to businesses, vendors, officials, local and state offices, agencies, and other University departments; prepares purchase requisitions for supplies; coordinates and secures all travel arrangements for the Dean/AVPAA, and designed others including transportation, meals, and lodging in accordance with established policies.
6. Oversees and supports budget management activities across multiple units, including budget tracking, allocations, expenditure monitoring, forecasting, and reporting. Maintains confidential files; data entry including, but not limited to upkeep of spreadsheets; assists in the preparation of faculty and staff workshops and faculty, staff and student events. Supports institution-wide processes related to faculty contracts, adjunct contracts, overload contracts, course releases, and

other academic compensation actions, ensuring accuracy and compliance. Reviews budget of Professional Studies (monthly) and each Department budget (each Fall and Spring semester). Maintains data for Professional Services Vision & Goals. Assists with programs and activities run by the Academic Affairs Office.

7. Reviews Academic Calendar for dates of importance to administrative support personnel; coordinates with administrative support personnel regarding information that should be brought to the attention of the entire group. Keeps track of course offerings under the Professional Studies Division; reviews enrollment data prior to the start of the semester and works with Dean and Professional Studies Departments to cancel low- enrollment courses, notifying the Department Chair, Instructor, and departmental support personnel.
8. Supports special projects and strategic initiatives requiring cross-unit coordination and executive-level administrative oversight. Assists with compliance, reporting, and documentation requirements for grants, accreditation, and legislative requests. Provides administrative support for grant-funded initiatives, including Adult Education Services and other programs as assigned.
9. Manages the AVPAA & Dean's calendar, correspondence, meetings, and priorities; proactively coordinates schedules and protects executive time to ensure alignment with institutional goals; answers telephone calls; prepares for meetings and takes minutes. Coordinates administrative support for grants, faculty information, Higher Education Department information, departmental information, and committee work. Updates the AVPAA/Dean website, facilitates data management, and processes and delivers all forms that need the AVPAA/Dean's signature.
10. Provides a broad range of administrative functions, and supervisory functions if applicable. May supervise 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.
11. May provide functional leadership and coordination of administrative support staff or student employees as assigned.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED required with 4 years of experience in administrative, operational, or secretarial work in an executive setting with supervisory responsibilities. Associates degree preferred. Expertise in all Microsoft Office Suite including: Word, Excel, Access, Power Point, and Outlook. Completion of a post high school program in Office Management or closely related area may substitute for one year of the required experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Advanced proficiency with Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and ability to quickly learn and effectively use institutional systems such as Banner, Argos, and related tools. Strong analytical, organizational, and problem-solving skills, with the ability to manage multiple priorities across diverse functional areas. Skill in the operation of a variety of office equipment including but not limited to computer, fax, copier, and telecommunication equipment. Excellent written and verbal communication skills, including the ability to communicate professionally, diplomatically, and calmly in sensitive or high-stakes situations and in establishing and maintaining effective working relationships with a variety of community members, students, parents, and staff. Demonstrated ability to exercise independent judgment, discretion, and confidentiality. Skill in working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information.

Skill in researching, compiling, and preparing reports and related information. Knowledge of university policies and procedures, and state and federal laws and regulations that apply to university processes. Must be sensitive to cultural differences within the University and community.

3. **Working Conditions/Physical Demands:** (With or Without Accommodations): Normal office, 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.

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)