

JOB DESCRIPTION:	Executive Director of Employee Services & Programs		
DEPARTMENT:	HR-Employee Services & Programs		
REPORT TO:	Vice President of Business Affairs		
EEO CLASSIFICATION:	Executive/Senior Level Officials and Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#196160	DATE APPROVED:	30-OCT-2024
		DATE MODIFIED:	11-JUN-2025

SUMMARY: The Executive Director of Employee Services and Programs provides strategic leadership and oversight for key human resources functions, including hiring and recruitment, professional development, employee engagement, performance management, and policy office administration. This role is instrumental in fostering a high-performing, inclusive, and supportive workplace culture that aligns with WNMU's mission and strategic goals.

DUTIES:

1. Lead and refine the university's hiring and recruitment processes to attract and retain top talent. develop strategies to enhance equity in hiring practices.
2. Oversees the design and implementation of employee learning and development programs. Ensure training initiatives support career growth, leadership development, and institutional goals.
3. Develop and implement initiatives to foster a positive and inclusive work environment. Utilize employee feedback to inform engagement strategies and enhance workplace satisfaction.
4. Guide the development and administration of performance evaluation processes. Ensure managers are equipped with tools and training to provide meaningful feedback and support employee growth.
5. Ensure HR policies are up-to-date, compliant with regulations, and effectively communicated through regular review processes. Ensures policy access and awareness across campus.
6. Oversee a comprehensive onboarding experience to integrate new hires into the university's culture. Enhance orientation processes for faculty, staff, and student workers.
7. Maintain compliance with federal, state, and university employment regulations. Ensure HR practices align with industry standards and institutional priorities.
8. Lead efforts to promote employee appreciation and recognition programs. Oversee wellness initiatives to support work-life balance and employee well-being.
9. Support succession planning and leadership development efforts.
10. Serve as a key HR liaison to university leadership, faculty, and staff. Provide consultation and support to department heads on HR-related matters.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree with 5 years related experience or 5-7 years' experience in Human Resources and/or Organizational Development may substitute for education. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge and understanding of federal and state employment and labor laws, regulations, procedures, and standards. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Program planning and implementation skills. Skill in examining and re-engineering operations and procedures, formulating

policy, and developing and implementing new strategies and procedures. Excellent communication and professional leadership skills. Investigative and problem-solving skills. Employee development and performance management skills. Ability to design and implement systems necessary to collect, maintain, and analyze data. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments. Ability to develop and present educational programs and/or workshops.

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)