



JOB DESCRIPTION:	Operations & Special Projects Manager		
DEPARTMENT:	Compliance & Communications		
REPORT TO:	VP of Compliance & Communications		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#325000	DATE APPROVED:	22-OCT-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Coordinates administrative and operational aspects of the WNMU Compliance and Communications division. Oversees and coordinates special projects and programs.

DUTIES:

1. Implements, coordinates, and directs special projects such as the NM Basic Economic Development Course.
2. Maintains and oversees division accounts that support university departmental and project funds using Banner and Excel software programs.
3. Seeks, coordinates, and assists in the preparation of external funding requests related to division-related projects.
4. Maintains paper and electronic files of division projects and operations. Assist with public records requests.
5. Assists with annual reports and evaluation regarding compliance issues.
6. Coordinates the development of a communication plan to notify students, faculty, and staff of division initiatives through a variety of promotion vehicles.
7. Assists with other division activities and special events.
8. Facilitates and supports the accomplishment of identified division team goals that support the overall University strategic plan by developing and maintaining performance tied to established goals.
9. 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.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree with 2 years of related experience or Associate's degree with 4 years of related experience or HS/GED with 6 years of related experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of office management and administrative support practices and procedures. Knowledge of general bookkeeping practices and procedures. Knowledge of advanced word-processing, spreadsheet, and database software applications. Knowledge of organizational structure, workflow, and operating procedures. Ability to monitor and/or maintain quality control standards. Ability to resolve customer complaints and concerns. Ability to work both independently and in a team environment. Ability to lead and train staff and/or students. Ability to perform complex tasks and prioritize multiple projects. Skill in organizing and coordinating. Ability to coordinate, schedule, and

organize events and/or facilities usage. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

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 New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

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)