

JOB DESCRIPTION:	WNMU University President		
DEPARTMENT:	Office of the President		
REPORT TO:	Board of Regents		
EEO CLASSIFICATION:	Executive	FLSA STATUS:	Exempt/Contract
CUPA HR CLASSIFICATION:	101000	DATE APPROVED:	28-MAR-2025
		DATE MODIFIED:	11-JUN-2025

The following is intended to describe the general nature and level of work being performed. This list of duties is illustrative only, and is not a comprehensive listing of all the functions and responsibilities performed. Refer to WNMU Board of Regents Manual - approved 12-DEC-2024; Chapter III – The President, for full details.

SUMMARY: The President is the Chief Executive Officer (CEO) who serves as the chief administrative officer of Western New Mexico University, responsible for the overall leadership, management, and advancement of the institution. The President/CEO works under the direction of the Board of Regents to fulfill the university's mission, ensure institutional effectiveness, and promote the success of students, faculty, staff, and the broader community.

DUTIES & RESPONSIBILITIES:

- Serve as the primary representative and advocate for the university at the local, state, national, and international levels.
- Provide visionary leadership and strategic direction for the university's academic, administrative, financial, and operational functions.
- Oversee the development and implementation of strategic plans, policies, and initiatives that advance the university's mission and goals.
- Ensure sound financial management, including the preparation, oversight, and administration of the university's budget and resources.
- Promote student success, academic excellence, and institutional effectiveness through leadership of academic affairs, enrollment management, and student services.
- Foster an environment of shared governance, collaboration, transparency, and accountability.
- Lead fundraising, development, and external relations efforts to secure resources and strengthen the university's partnerships with alumni, donors, industry, government, and community organizations. Help to generate new streams of revenue from non-traditional funding sources, philanthropy, and innovative partnerships.
- Support the needs of a diverse student body and a Hispanic-Serving Institution by focusing on student success, enrollment management, and innovative programming to increase student success, retention and graduation rates.
- Ensure compliance with all applicable federal, state, and accreditation requirements and maintain institutional integrity and accreditation standards.
- Recruit, develop, and evaluate the university's executive leadership team and ensure high standards of performance and professionalism across the institution.
- Serve as Secretary to the Board of Regents, preparing reports, updates, and strategic recommendations to support governance and decision-making.
- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- A doctorate from an accredited institution and a minimum of five years of experience in an executive leadership role at an institute of higher education responsible for managing high level budgets, and oversight of multiple departments and/or colleges.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of institutional management, strong budgeting skills and experience with external relations appropriate to a comprehensive university are required.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of the goals, mission, objectives, structure and operations of a public university
- Knowledge of strategic planning processes; knowledge of strategic issue and trends with current or potential impact on university advancement
- Ability to foster a cooperative work environment
- Experience with employee professional development and performance management skills

PHYSICAL DEMAND AND WORKING CONDITIONS:

- Work is performed during normal work hours but will require evening and weekend hours to meet set deadlines and accomplish objectives.
- Work is sedentary in nature that at times requires exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)