

JOB DESCRIPTION:	Vice President of Business Affairs		
DEPARTMENT:	Business Affairs		
REPORT TO:	WNMU President		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	102000	DATE APPROVED:	05-MAY-2021
		DATE MODIFIED:	25-MAR-2025

SUMMARY: Plans, directs, manages, and supervises overall business operations, functions, and activities of Western New Mexico University to ensure compliance with all federal, state, and local laws, regulations, and policies.

DUTIES:

1. Directs, supervises, and monitors development and administration of the University's annual operating budget.
2. Reviews and executes all non-personnel contracts. Reviews, supervises, and monitors all grant related activities to ensure expenditures comply with established guidelines, policies, and requirements.
3. Develops, implements, supervises, and evaluates operational policies and procedures for all business functions of the University i.e.: Purchasing, Facilities & Maintenance, Business Office, Bookstore, Special Events, Professional Development, Information Technology, WNMU Foundation, and Human Resources to ensure appropriate standards and guidelines are instituted in support of efficient and effective service levels to all effected internal and external individuals, agencies, and departments.
4. Directs and supervises University-wide projects. Works closely with all departments to prioritize and coordinate major capital projects to ensure thorough and timely communication of project needs requirements.
5. Monitors University operations for compliance with all regulatory agency requirements, implements programs & projects necessary as identified.
6. Provides direct support to the Board of Regents and the President regarding a variety of projects and/or issues i.e.: development of financial plans for capital improvements of infrastructure, dormitories; upgrade of university's network communications system; sale of assets, and development and use of management information systems for state funding; participates and provides leaderships on various university committees.
7. Works cooperatively and in conjunction with a variety of external agencies, legislators, auditors, legal counsel, local community leaders, architects, and local governmental groups to represent and promote the interests of the University.
8. 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.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Business Administration, Management Science, or closely related field with 5 years of experience required. 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 methods of Total Quality Management. Knowledge of the principles and practices of budgeting, finance, contract writing, and program/service & business assessment and/or evaluation. Knowledge of strategic planning practices, principles, and techniques. Knowledge of the principles of investment. Skill in reviewing, analyzing, and making assessments from various financial data sources. Skill in interpreting complex statutes, procedures, rules, regulations, and guidelines. Skill in understanding, interpreting, and managing a variety of complex restricted and unrestricted funding sources, grants, and contracts. Skill in establishing and maintaining effective working relationships with faculty, university staff, local community leaders, state/federal agencies, Board of Regents members, and other interested parties. Skill in providing responsive and informative assistance/advise to the President Board of Regents on a variety of matter affecting the operation of the University. Skill in working in an environment subject to quickly changing priorities and established deadlines. Skill in establishing and maintaining a position of leadership. 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, 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. A valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within six (6) months of hire date. (If applicable for 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)