



JOB DESCRIPTION:	Vice President of Compliance and Communications		
DEPARTMENT:	Compliance & Communications		
REPORT TO:	University President		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	183000	DATE APPROVED:	01-JAN-2025
		DATE MODIFIED:	17-APR-2026

SUMMARY: Plans, directs, manages and supervises the compliance and communications operations, functions, and activities of Western New Mexico University to ensure compliance with Title IX and Civil Rights and serves as a primary bridge between the institution and external stakeholders regarding brand image.

DUTIES:

1. Directs, supervises and monitors the functions of the Office of Civil Rights, Title IX and Student Accessibility Services to ensure compliance with all federal and state laws. Provides guidance and oversight of investigations.
2. Directs, supervises and monitors the functions of the Compliance and Labor Relations office. Participates in labor negotiations with the collective bargaining units. Provides guidance and oversight to ensure university personnel and students concerns are addressed while ensuring compliance with all federal and state laws.
3. Responsible for community relationships dealing with the media on behalf of the President. Oversees the Marketing & Communications departments for WNMU to include Public Relations, Web Strategy and Development, Graphic Design and Photography.
4. Oversees and assists with university initiatives such as Ombuds program, Sustainability Initiatives, NM Basic Economic Development Course and the university governmental liquor licenses.
5. Ensures maintenance of all confidential and restricted files and records. Serves as university records custodian. Manages the Inspection of Public Records Request and FOIA process and compliance.
6. Maintains close contact with legal counsel on various staff, student, faculty, and community issues.
7. Works cooperatively and in conjunction with a variety of external agencies, legislators, local community leaders, and local government groups to represent and promote the interests of the University.
8. Manages all Compliance and Communications budget recommendations, presents recommendations for approval.
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:** Master's degree in Communications, Business Administration, Public Administration, or related field with 7 years of experience in Higher Education management and administration required. Supervision experience equivalent to 3 years required. Legal

experience preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Knowledge of the operations, functions, and activities of the University's departments. Knowledge of open meeting law requirements, stipulations, and regulations. Knowledge of the principles and practices of office management. Knowledge of general bookkeeping practices and procedures. Knowledge of advanced word processing, spreadsheet, and database software applications. Skill in applying appropriate judgment in complex situations effecting the welfare of the University and its staff, and faculty and in release of confidential information. Skill in the operation of a variety of office equipment. Skill in communicating courteously and professionally. Skill in establishing and maintaining effective working relationships. Skill in following complex oral and written instructions, policies, and procedures. Skill in working in an environment subject to frequent interruptions and changing priorities. Skill in researching, compiling, and preparing reports and related information. Skill in preparing a variety of rewards, reports, and correspondence. Skill in establishing and maintaining filing and record systems. Must be knowledgeable of university policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. 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 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)