



JOB DESCRIPTION:	Vice President – External Affairs		
DEPARTMENT:	External Affairs		
REPORT TO:	WNMU President		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	102000	DATE APPROVED:	05-MAY-2021
		DATE MODIFIED:	25-MAR-2025

SUMMARY: Plans, directs, supervises, and evaluates new programs, opportunities, and services for Western New Mexico University.

DUTIES:

1. Plans, develops, and evaluates available new programs concentrating in international relationships, services, and organizations designed and organized to enhance social, mental, emotional, and physical wellbeing of the University's community as well as support the overall mission of Western New Mexico University.
2. Directs the development of a variety of programs and services designed to address the socioeconomic challenges of targeted and international student populations.
3. Directs, supervises, and evaluates operational policies, procedures, and standards of External Affairs to ensure timely, efficient, courteous, and effective service delivery.
4. Manages all External Affairs budget recommendations, presents recommendations for approval.
5. Participates in strategic planning sessions, establishes annual goals and objectives for all External Affairs departments in support of strategic objectives.
6. Provides regular activity and status reports to the President and the Board of Regents.
7. Participates in a variety of local, regional, state, and national conferences, conventions, and meetings.
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 with 5 years of progressively responsible administrative experience in higher education, preferably with experience at the Vice President level that demonstrates leadership, creativity, and vision that supports development of successful student affairs and enrollment management for a highly diverse student body required. Preferable experience with commitment to the development and welfare of students, ability to work collaboratively with a wide range of campus constituencies. 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,

- 3.
4. 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/advice 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. Strong administrative and problem-solving skills, knowledge of current issues in higher education and how they affect student life, excellent communication skills, and sensitivity and commitment to diversity. 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).
5. **Working Conditions/Physical Demands** (With or Without Accommodations): W 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.
6. **Other requirements:**
 - a. Valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date.
 - c. Must have or obtain and maintain a Passport for international travel within 6 months from hire.

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)