

JOB DESCRIPTION:	Vice President – Student Affairs & Enrollment Management		
DEPARTMENT:	Student Affairs		
REPORT TO:	University President		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	102000	DATE APPROVED:	13-JUL-2022
		DATE MODIFIED:	09-JUN-2025

SUMMARY: Responsible for creating, leading, and coordinating programs, services, and experiences designed to support student access, recruitment, retention, and success of Western New Mexico University students.

DUTIES:

1. Serves on the President's cabinet and University Planning Council, focusing on the strategic direction, planning, key initiatives, policies, facilities, student conduct, and accreditation.
2. Assesses existing programs and services, boosting students' competencies, and prioritizing their academic outcomes. Establishes a performance management process that provides employees with clear goals and feedback, professional development, and ensuring their functioning aligns with the University's mission, values, and objectives.
3. Ensures the Division of Student Affairs provides inclusive programs, services, experiences, and organizational design that deliver equitable access and outcomes for all students. Nurtures diversity, resources, and opportunities to improve the University's communities social, mental, emotional, and physical well-being and support its overall mission.
4. Promotes the social, emotional, and overall health of our diverse student population by leading from an equity mindset and furthering a culture of inclusion and care. Analyzes operational procedures and standards of all student affairs/enrollment departments, facilitating holistic development through campus collaboration. Assesses the overall performance of all services and programs that impact student learning and success.
5. Evaluates student affairs budget and recommend changes before presenting for approval. Measures progress against established yearly goals and objectives for all Student Affairs and Enrollment Management departments and presents status reports to the President and the Board of Regents.
6. Attends various local, regional, state, and national conferences, conventions, and meetings to improve knowledge.
7. Oversees various functions, including housing, residence, and student life; multicultural, intramurals, and student activities; student health services, physical health, counseling, and mental health services; campus safety working with the WNMU police department; admissions and recruitment, center for student success, dual enrollment, career services, and tutoring/supplemental instruction; financial aid, veterans affairs, and registrar. Establishes and manages innovative enrollment strategies to build and retain enrollment. Reviews and evaluates data to assess enrollment trends, key student success performance indicators, and equity gaps.
8. Provides leadership for the implementation of the WNMU strategic planning goals in the student affairs area. Actively develops, implements, and maintains programs that enrich student life and build a sense of community.
9. Collaborates regularly with all divisions and other WNMU stakeholders. Provides leadership to the Student Government.
10. Serves as an advocate for student success initiatives, student learning in all dimensions of student life, and has a demonstrated commitment to strengthening student's sense of belonging and providing equitable experiences for all students.
11. Oversees and works closely with Campus Police ensuring appropriate follow up is conducted for student related matters. Responds promptly to campus emergencies, providing support to students and staff.

13. 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.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in a related field with 5 years of progressive experience in student affairs leadership. Doctorate degree in related field preferred. 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 strategic planning practices, principles, and techniques. Skill in reviewing, analyzing, and making assessments from various data sources. Skill in interpreting complex statutes, procedures, rules, regulations, and guidelines. Skill in establishing and maintaining effective working relationships with faculty, 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 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).
1. **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.
2. **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)