POSITION ANNOUNCEMENT

TITLE: ASSISTANT VICE PRESIDENT/ STUDENT CONDUCT/ TITLE IX
DEPT: STUDENT & UNIVERSITY RELATIONS

REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE: Negotiable
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Assist in the overall development and operations of Student and University Relations in the following departments/projects: Admissions Office (Outreach/Upward Bound, PDP), Student Affairs, Auxiliary Services, Advancement Office, Financial Aid, Communication and Marketing, Physical Recreation (Student Government), Student Handbook, Counseling and Disabilities, Health Center, Performing Arts Series, New Student Experience, and Enrollment Management. Identifies and promotes opportunities for new and/or enhanced programs and services in an effort to improve Student Quality of Life on campus. Participates in the oversight of strategic program planning and development for University Initiatives. Works with various departments and/or divisions on campus to create a student focus environment for current and future NMT students. Represents the Vice President for Student and University Relations, as appropriate. Functions as the responsible administrator for student conduct, judicial issues, sanctions and resolution. Services and promotes personal development, health, well-being and academic success of all students. Serve as the title IX Coordinator for the university. Responsible for coordinating and implementing the University’s Title IX compliance efforts to ensure an open, diverse and inclusive learning, living, and working environment for all members of the New Mexico Tech community. The Title IX coordinator reports to the University President and supervised by the Assistant Vice President for Student and University Relations.

REQUIRED QUALIFICATIONS:
Master’s degree required in an appropriate field of study with a combination of five (5) years supervision experience in one or more of the Student Affairs/Services areas. Demonstrated experience in maintaining, planning, renovating and building Student Affairs/Services programs. Minimum of 5/10 years’ experience supervising staff as a Director or upper Management position required. Knowledge of due process requirements with respect to student disciplinary procedures and Title IX required. Experienced with budgets and ability to develop financial plans and manage resources for division required. Experience with Enrollment Management Process required. Works independently on assignments of stand difficulty required. Must have broad knowledge of practices and procedures to handle complex assignments and provide general guidance to other employees. Knowledge of FERPA regulations required. Proven commitment to serve students from diverse backgrounds required. Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community required. Valid NM Driver’s License required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 122, Socorro, NM 87801-4796