Posted: **November 12, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: ASSISTANT DEAN OF STUDENT LEADERSHIP AND ENGAGEMENT
DEPT: STUDENT LEADERSHIP AND ENGAGEMENT

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $70,720-$85,571
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

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 SUMMARY:

Reporting to the Dean of Students, the Assistant Dean for Student Leadership and Engagement provides strategic and operational leadership for the Center for Student Leadership and Engagement. The Assistant Dean is responsible for the planning, development, implementation, and assessment of programs and services that foster student leadership, engagement, belonging, and personal development. Through intentional programming and high-impact educational experiences, the position supports students' intellectual, personal, and social development while strengthening their connections to the University community.

The Assistant Dean oversees the daily operations of the Center, including staff supervision and development, budget management, resource allocation, strategic planning, and program evaluation. The position establishes program goals, student learning outcomes, and assessment strategies aligned with the Institution's strategic priorities and broader educational mission. The Assistant Dean also serves as an advocate and resource for student leaders and organizations, promoting meaningful involvement, leadership development, and opportunities for students to contribute to campus life.

The position provides leadership and coordination for major campus programs and traditions, including campus-wide events for both undergraduate and graduate students, new student orientation, new student welcome activities, and prospective student activities. This work requires collaboration with Admissions, Event Services, academic departments, Office for Graduate Studies, and community partners to ensure coordinated planning, effective resource utilization, and successful program delivery.

As a member of the Student Affairs Leadership Team, the Assistant Dean contributes to divisional planning, policy development, assessment, and continuous improvement. The position is expected to cultivate collaborative relationships across the University, identify emerging student needs, and develop responsive programs and services that support student success and a welcoming, engaged campus community. The Assistant Dean also represents the Center and Division on University committees and institutional initiatives as assigned.

Individuals must be willing to engage in activities held during day, evening and/or weekends in Socorro, across New Mexico, and outside New Mexico. Most activities will be in-person with some online

engagement. All individuals have the responsibility to accept those reasonable duties assigned to them within their fields of competence. Daily assignments will depend on department and program needs.

JOBS FUNCTIONS:

Student Leadership

• Provide strategic direction and oversight for comprehensive student leadership development programs, including program design, learning outcomes, implementation, and assessment.
• Develop and implement innovative leadership and engagement opportunities that enhance the student experience and contribute to student retention, persistence, and graduation.
• Provide administrative oversight, advising, training, and support for Student Government Association (SGA)-recognized student clubs and organizations, including organizational development, program planning, and evaluation.
• Assists the Center for Graduate Studies with graduate student activities including GSA events (e.g., Graduate Student Research Symposium).
• Develop and implement assessment strategies to measure student learning, leadership development, belonging, engagement, social connection, and cultural awareness.
• Collaborate with Housing and Residential Life in the planning and implementation of Kelly Mine Experience for incoming students, supporting early engagement and community development.
• Coordinate student leadership recognition initiatives, including the annual student leadership awards ceremony, to acknowledge student achievement, service, and contributions to campus life.

Administration

• Provide strategic and operational leadership for the Center for Student Leadership and Engagement, ensuring that programs, services, and operations align with divisional and institutional priorities.
• Collaborate with the Dean of Students to establish annual priorities, operational goals, and performance expectations for assigned functional areas.
• Provide direct and indirect supervision of professional and student staff, including recruitment, hiring, onboarding, training, performance evaluation, professional development, and corrective action in accordance with University policies.
• Develop, administer, and monitor budgets for assigned areas, ensuring responsible resource allocation, fiscal accountability, and alignment with institutional priorities.
• Establish and maintain a professional, accessible, and welcoming environment that supports students, faculty, staff, and campus visitors.
• Lead strategic planning, program evaluation, outcomes assessment, and continuous improvement efforts, including identifying programs that should be strengthened, redesigned, or discontinued based on effectiveness and institutional needs. This includes gathering data and summarizing its impact for programmatic assessment and to fulfill institutional reporting requests.
• Ensure assigned programs and services comply with applicable University policies, accreditation requirements, reporting expectations, and institutional assessment standards.
• Represent the Center and Division on University committees, working groups, institutional initiatives, and collaborative opportunities as assigned.
• Assists with reviewing policies and procedures related to student engagement.
• Coordinates maintaining online resources (e.g., webpages).

Student Engagement

• Provide leadership for the planning, coordination, implementation, and evaluation of campus-wide student engagement programs, events, and traditions that strengthen community and belonging.
• Oversee the Miners Market campus food pantry, including staffing, inventory management, usage reporting, resource development, and identification of grant funding and community partnerships to support continued operations.
• Coordinate Miners Parents and Families Weekend, collaborating with campus departments and community partners to provide meaningful opportunities for family engagement.

• Coordinate or assist with annual multicultural events.
• Collaborate with the Dean of Students and appropriate campus partners to plan and implement Parent Orientation programming.
• Serve as the institutional administrator for techConnect, New Mexico Tech's student engagement platform, including system oversight, user support, training, data management, and utilization reporting.
• Collaborate with Admissions, academic departments, Housing and Residential Life, and other campus partners to support new student orientation, welcome activities (e.g., Weeks of Welcome), student transition programming (e.g., Kelly Mine Experience), and prospective student programming (e.g., Summer STEM, Techie Exploration Day).
• Facilitates, coordinates, and attends campus and student events, field experiences, etc with their staff to ensure they are successfully implemented.

Career and Intern/Co-Operative Services
• Provide administrative oversight and strategic guidance for Career Services, ensuring alignment with institutional student success priorities and career readiness goals.
• Supervise and support the Manager of Career Services and Experiential Learning in the planning, delivery, and continuous improvement of career development programs and services.
• Collaborate with Career Services staff, academic departments, and external partners to identify and expand internship, cooperative education, and experiential learning opportunities (e.g., Research Experiences for Undergraduates). This includes assisting with institutional reporting on these activities.
• Oversee the development and implementation of a comprehensive assessment plan for Career Services, including service utilization, student participation, employer engagement, and program effectiveness.
• Support partnerships with employers and community organizations that strengthen career exploration, professional development, and students' transition from college to employment or graduate study.

Other Duties as Assigned
• Perform additional duties and responsibilities as assigned by the Dean of Students in support of departmental, divisional, and institutional priorities.
• Engage in professional development activities to remain current with emerging practices in student leadership, engagement, student development, and higher education administration.
• Support special projects and institutional initiatives that advance student success, operational effectiveness, and the University's.

REQUIRED QUALIFICATIONS:

Master’s Degree in Higher Education Administration, Student Affairs, Educational Leadership, Counseling, or a closely related field. • Demonstrated knowledge of student development theory, leadership development, student engagement, and practices that promote student success, belonging, and community development. • Strong administrative and organizational skills, including strategic planning, program development, budget management, resource allocation, and operational oversight. • Demonstrated ability to supervise, mentor, evaluate, and develop professional and student staff while establishing clear expectations and promoting accountability. • Knowledge of student organization management, student governance, leadership programming, and campus event planning. • Experience developing student learning outcomes, conducting program assessments, analyzing data, and using findings to improve programs and services. • Excellent written, verbal, interpersonal, and public communication skills, including the ability to engage effectively with students, faculty, staff, administrators, and external stakeholders. • Demonstrated ability to exercise independent judgment, resolve complex problems, manage competing priorities, and make informed administrative decisions. • Ability to develop collaborative partnerships across institutional departments and with community organizations to advance student engagement and institutional priorities. • Knowledge of applicable institutional policies, risk management practices, and student organization procedures. • Demonstrated commitment to creating welcoming and supportive environments that respond to the needs of students with varied backgrounds and experiences.

DESIRED QUALIFICATIONS:

Advanced knowledge of contemporary student affairs practices, emerging trends in student engagement, and high-impact educational experiences. • Experience providing administrative oversight for multiple functional areas, including student leadership, campus programming, career services, or related student support operations. • Experience developing and implementing comprehensive leadership development programs, including student government advising and student organization management. • Knowledge of career development, internship and cooperative education programs, employer engagement, and experiential learning opportunities. • Experience coordinating large-scale campus events, new student orientation, welcome programs, and family engagement initiatives. • Proficiency with student engagement platforms, such as CampusGroups or similar systems, including data management, reporting, and assessment. • Experience securing external funding, developing grant proposals, cultivating community partnerships, or supporting philanthropic initiatives. • Demonstrated ability to lead organizational change, evaluate program effectiveness, and implement improvements that strengthen operational efficiency and student outcomes. • Knowledge of higher education accreditation, institutional assessment, and continuous improvement processes. • Experience contributing to divisional strategic planning, institutional committees, and cross-functional initiatives.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 40%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu