

Join us in the Division of Student Life




NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Student Life

Message from the Vice President

I am writing to invite you to consider the Division of Student Life at New Mexico Tech. We would love to have you join our team of committed student affairs professionals working collaboratively to support the growth and success of our diverse student body.

As a division, we aspire to live out our values of accountability, community, leadership, respect, success, and innovation in our work with our students and one another. We are committed to the growth of our staff as well as that of our students and would look forward to your contributions in our organizational evolution.

We are fortunate to belong to a university that aspires to be a preeminent community of scholars dedicated to research, education, and innovation – advancing science, technology, engineering, and mathematics – to meet the challenges of tomorrow. We will drive innovation and education through transdisciplinary collaborations.

The university is able to uniquely blend both discovery and creativity as evidenced by our state and national rankings and our status as the number one ranked college in New Mexico four year running. NMT is ranked as the #1 public university in New Mexico and #12 Hispanic Serving university in America by Niche.com. At NMT We serve the public through applied research, professional development, and teacher education, benefiting the people of New Mexico and beyond.

Socorro is also a wonderful place to live. Located in the colorful and historic Rio Grande valley, New Mexico Tech has a beautifully-landscaped green campus and an adjacent 18-hole championship golf course. With more than 300 days of sunshine per year, easy access to rock-climbing, mountain biking, hiking, camping, star-gazing and so much more, there is always something to do. And when you need some time in a big city, Albuquerque is about an hour away!

I hope you will take some time to get to know us and visit our wonderful campus and community. Please do not hesitate to reach out to me with any questions or concerns as you consider becoming a part of our team.



David L. Greene Ed.D.
Vice President for Student Life
& Chief Diversity Officer



About New Mexico Tech

Our Bold Mission

New Mexico Tech serves the state and beyond through education, research, and service, focused in science, technology, engineering, and mathematics. Involved faculty educate a diverse student body in rigorous and collaborative programs, preparing scientists and engineers for the future. Our innovative and interdisciplinary research expands the reach of humanity's knowledge and capabilities. Researchers, faculty, and students work together to solve real world problems. Our economic development and technology transfer benefit the economy of the state and create opportunities for success. We serve the public through applied research, professional development, and teacher education, benefiting the people of New Mexico.

Our Vision

New Mexico Tech aspires to be a preeminent community of scholars dedicated to research, education, and innovation – advancing science, technology, engineering, and mathematics – to meet the challenges of tomorrow. We will drive innovation and education through transdisciplinary collaborations.

What we Value

Research

Groundbreaking transdisciplinary research that generates knowledge and innovative design for science and engineering and solves challenging and complex problems, driven by a relentless commitment and focus by faculty, students, and research staff.

Integrity

Maintaining the highest standards of academic and professional ethics, fairness, and honesty in all endeavors, and being responsible members of the NMT community.

Creativity

Creativity is integral to all our teaching, research, and business processes and is driven by curiosity, adaptability, and resourcefulness, requiring imagination, vision, risk-taking, and diligence.

Lifelong Learning

Lifelong learning skills are developed through a rigorous curriculum, a challenging educational experience with a foundation of critical thinking and problem solving, invigorating research and significant professional development that prepares students, faculty, and staff for continuing individual and career growth.

Excellence

High-quality education and research drives excellence in all aspects of our mission.

Economic Prosperity and Technological Development

STEM education, research, technical assistance, and technology transfer are drivers of economic prosperity and technological development in the state, nation, and the world; continuous faculty, researcher, and staff professional development programs and outreach initiatives for underrepresented communities to pursue STEM careers are hallmarks for the future.

Integrated Planning and Decision Making

Openness, fairness, collaboration, and stakeholder input in university operations are driven by accurate and reliable data made available to the campus community.

Collegiality and Collaboration

Positive energy, performance, and support from a collegial and collaborative environment, contributes to the advancement of our students, our colleagues, and our institution.

Our History

NMT was founded in 1889, as New Mexico School of Mines. Name changed in 1951, to New Mexico Institute of Mining and Technology. Today we serve over 1,600 students with a focus STEM research and innovation. The university is a National Center of Academic Excellence in Information Assurance Education, with major scholarship and research opportunities. We may be small but we do things big!

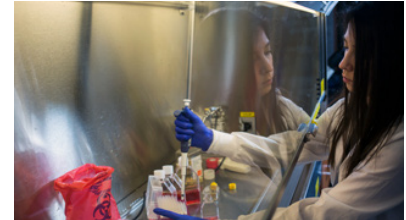
1,680
Enrolled Students

140
Full-time Faculty

12:1
Student-Faculty Ratio

About

Why NMT



At New Mexico Tech, we value integrated learning, research, creativity, and discovery. Year in and year out, NMT ranks among the Nation's top STEM Schools. It is home to numerous award-winning academic programs, unparalleled undergraduate research opportunities, and outstanding national rankings.

“...an inclusive, friendly environment populated by a unique collection of top-notch professionals that are experts in their chosen fields.”

At New Mexico Tech, you'll find an inclusive, friendly environment populated by a unique collection of top-notch professionals that are experts in their chosen fields. New Mexico Tech delivers a world-class educational experience and cultivates an entrepreneurial spirit that permeates every inch of our campus. New Mexico Tech's staff, faculty, researchers, and students are provided the tools, support, and environment needed to excel at every level. NMT is invested in the success of its students, staff, faculty, and researchers. Techies, as we're affectionately nicknamed, are truly working every day to transform the world.

For a complete overview of benefits available to NMT employees, visit <https://www.nmt.edu/hr/>

Diversity, Equity, and Inclusion

"I am very honored that President Wells selected me to serve as the inaugural Chief Diversity Officer. It is our continued focus to build a community where we respect each other; we strive to be inclusive; and we value the individual as well as the group. As an institution, we will work to embrace diversity and foster a sense of responsibility to one another."

-Dr. David Greene, Vice President for Student and Chief Diversity Officer



At New Mexico Tech, people from different life experiences, ethnic backgrounds, and points of view come together to discuss and debate issues, which results in an expansion of the base of knowledge. That expansion filters through the academic programs that reach and inform all students, faculty and staff. Once you arrive, you'll be greeted by an inclusive environment invested in your success, and you'll be glad you're here.

DEI

The Socorro Community

Socorro means to give aid and was a source of help to the first expedition of Spanish families traveling north from Mexico in 1598. Socorro's first inhabitants, Piro-speaking people of the Teypana Pueblo, welcomed the scouting party of Oñate and his men. When the Teypana inhabitants unexpectedly gave the group a large gift of corn, Oñate renamed the pueblo Socorro.

Nothing remains of Teypana today, but on the east edge of Socorro County, the ruins of the vast Gran Quivira Pueblo stand as tribute to the great trade culture of the Pueblo Indians. One of three pueblos of the Salinas Missions National Monument, the ruins of Gran Quivira show the excellent masonry of their architecture.



In the west, Magdalena became the center of mining activities and the “End of the Trail” for cattle drives from farther west. The town of Socorro sported a grain mill, a brewery and smelters to process the ores.

In 1889, the area's first university opened: the New Mexico School of Mines, now known as New Mexico Tech. NM Tech has garnered an international reputation in the sciences and is consistently rated as a top college nationally. The Tech campus is also home to the National Radio Astronomy Observatory's VLA and VLBA, and several associated entities.

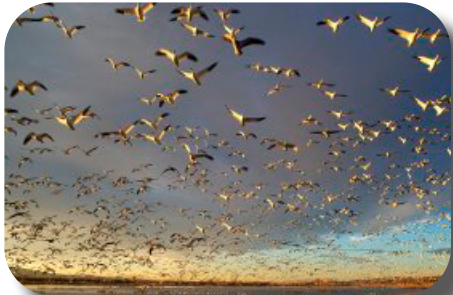
The San Miguel Mission, shown below, was one of four missions built among the Piro Pueblos during the 1600s and is in the heart of Socorro.

The arrival of the railroad in the 1880s brought miners, merchants, and cattlemen to Socorro County.



For more information about Socorro please visit <https://www.socorronm.org/>

Photos courtesy of <https://www.socorronm.org/about-socorro/history/>



**Bosque Del Apache
National Wildlife Refuge**



**Box Canyon
Recreation Area**



**City of Socorro Rodeo &
Sports Complex**



**El Camino Real Historic
Trail Site**



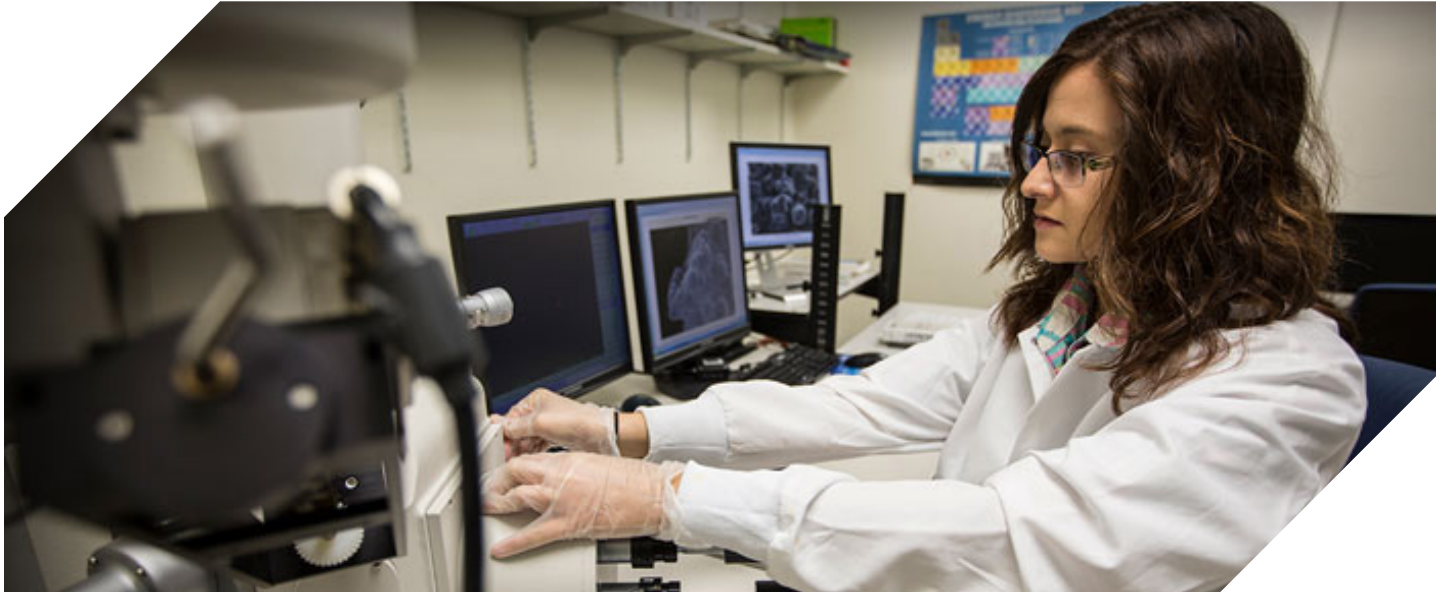
**Escondida Lake
and Park**



Etscorn Observatory

Attractions

University Ranking and Recognition



Niche.com

- #1 Top Public University in New Mexico
- #12 Best Hispanic-Serving University in America
- #49 Top Public University in America
- #59 Colleges with the Best Professors
- #90 Colleges with the Best Academics

New Mexico Tech was once again acknowledged by Niche.com 2021 College Rankings as New Mexico's Best College, College with the Best Academics, Best Value College, and New Mexico's Top Public University.

CNBC

CNBC named New Mexico Tech to its Top 25 Public Universities That Pay Off The Most ranking in 2020.

U.S. News & World Report

- #18 Best Regional University & #5 Top Public College - Western United States
- #31 Best Value School
- #102 Top Performers for Social Mobility

New Mexico Tech repeated its ranking as one of the top regional universities in the United States. U.S. News and World Report college rankings for the western United States, Tech was tied for the #5 "Top Public College," and is ranked the #18 best Regional University in the western U.S.



New Mexico Tech's National Rankings

- # 59 100 Colleges Whose Grads Earn the Most - Newsweek

- #1 College in NM, Top 50 Nationwide for Getting a Job - Zippia.com

- #1 Materials and Mechanical Engineering Programs -College Factual, 2021

- #7 Best Value Colleges - Return on Investment -Payscale.com, 2022

- #1 Public University in America for B.S. Graduates to go on and earn a Ph.D. - National Science Foundation

- #1 Best Bachelor Programs for Engineering and Physics Best Value -College Factual, 2021

- Top 1% Nationally in Physics and Engineering, Top 5% in Computer and Information Sciences, Materials Engineering, Electrical Engineering, Mechanical Engineering, and Physical Science - College Factual, 2021



NMT 2027

NMT Strategic Priorities

DIVERSIFY FUNDING SOURCES THAT SUSTAIN LEVELS OF EXCELLENCE IN ACADEMICS, RESEARCH PROGRAMS, STUDENT SUCCESS, AND PLANNED GROWTH.

BUILD AND SUSTAIN A CULTURE OF INCLUSIVITY FOR STUDENT, FACULTY, AND STAFF BASED ON MUTUAL RESPECT, TRUST, INTEGRITY, DIGNITY, AND PROFESSIONALISM.

BE RECOGNIZED AS AN INNOVATIVE ENTREPRENEURIAL CAMPUS.

BE NATIONAL RECOGNITION AS A PREMIER RESEARCH AND TEACHING UNIVERSITY.

ENSURE THE ECONOMIC GROWTH AND DEVELOPMENT FOR THE UNIVERSITY, COMMUNITY, AND STATE THROUGH EXCELLENCE IN EDUCATION, RESEARCH, ENTREPRENEURSHIP, AND CULTURAL OPPORTUNITIES.

About the Division of Student Life

Vision

The Division of Student Life aspires to empower students to be engaged, inclusive, courageous, collaborative innovators.

Mission

The Division of Student Life enhances the New Mexico Tech Mission through the creation of holistic growth opportunities that promote well-being, diversity, and the development of interpersonal skills that support students to engage as inclusive global citizens.

Values

Accountability

We exemplify accountability and we promote responsible stewardship in a just and equitable way.

Community

We believe in community and belonging and the importance of being civically and culturally engaged in its development.

Leadership

We provide leadership opportunities that explore knowledge, communication, and courage.

Respect

We honor and celebrate one another though diversity, equity, and inclusion.

Success

We believe we can find joy and fulfillment by embracing experiences that challenge us to learn, develop, and grow.

Innovation

We ignite creativity and curiosity through transformative experiences that promote an entrepreneurial spirit.

DSL Departmental Overview

Central Office, Division of Student Life

VP Student Life & Chief Diversity Officer
Dr. David Greene

Assistant to the VP for Student Life and Chief
Diversity Officer
Juliann Ulibarri

Director, Student Life Finance and Business
Operations
TBD - Future Opening

Director, Equal Opportunity Data and
Affirmative Action
Randy Saavedra

Serves as a central resource for students,
parents and families, faculty and staff who
have problems or concerns regarding their
interactions with each other and with the
university.

Assists in resolving issues or refers
inquirers to the appropriate individual
elsewhere in the institution.

Coordinates the central functions of the
Division to include budget/finance, human
resources, assessment and communication.

Responsible for reviewing policy,
institutional requirements, and State/
Federal regulations related to various areas
of University compliance and reporting.

Health and Wellness Cluster

AVP Student Life & Title IX Coordinator
Dr. Peter Phaiah

Increase students' awareness on physical,
emotional, social, spiritual, intellectual, and
occupational dimensions.

Produce life changing results and to provide
a teaching and learning environment to
assist students in acquiring life-long health
and wellness skills that will compliment
and support their educational and career
success.

Support areas include: Recreation and
Wellness Center; Counseling Center;
Student Access Services; and Student Health
Center

DSL Departmental Overview (Continued)

Recreation and Wellness Center

Director, Recreation and Wellness Center
Melissa Begay

Recreational centers; Swim Center; Outdoor Adventure Programs; Club Sports; Group Fitness

Shares in the educational mission of the university by offering opportunities to experience personal growth, social development, improve physical and mental health, and to develop lifetime leisure skills for a healthier lifestyle.

Organizes, administers, and promotes a broad program of competitive, recreational, and educational activities for students, faculty, and staff members at NMT

Student Access Service

Director, Student Access Services
Theresa Kappel

Provide equal opportunities and equal access to education, programs, and activities for all students with disabilities at New Mexico Tech.

Works collaboratively with University Partners to foster a welcoming, diverse and inclusive community.

Determines appropriate academic adjustments such as program and exam modifications, classroom accommodations, and auxiliary aids once students have self-identified themselves and completed the appropriate accommodations request.

Counseling Center

Director, Counseling Center
Angela Gautier

Creating an environment that fosters student growth, development and psychological well being.

Provide crisis intervention and training.

Counseling is provided by a New Mexico licensed mental health counselor (LMHC) and an independently-licensed clinical mental health counselor (LPCC).

Student Health Center

Director, Student Health Center
TBD

Provides high quality, health care and public health services to NMT students.

We offer: Sick/Acute care visits; Routine examinations and physicals; Laboratory evaluations; STD consultations and treatment; Contraception management; Free condoms and family planning; Flu shots; and referral service

Dean of Student Cluster

Dean of Students
TBD

Works to enhance students' learning and engagement experience by applying student development theory and learning outcomes that promote students' academic and personal success.

Increases student learning, satisfaction, and retention.

Develops policy and participates in institutional planning, evaluation, and assessment.

Support areas including: Performing Arts and Programs; Center for Student Leadership and Develop; Student Accountability; and Housing and Residential Life.

Performing Arts Series

Director, Performing Arts Series
Ronna Kalish

Brings the world of the arts to the NMT community and families of Socorro County through a variety of quality multicultural performances that are affordable and appealing to our diverse community, and to visitors from near and far.

Collaborates with the City of Socorro and a wide array of campus and County organizations in support of quality of life on our campus and in our community.

Center for Student Leadership and Engagement

Director, Center for Student Leadership & Engagement
Micheal Voegerl

Engages students to increase their leadership skills and engagement on and off-campus.

Works with students in areas of career services, multicultural programs and engagement, and through international exchange programs.

Advises and supports the Student Government Association and provides support for our student organizations.

Supports international students and study abroad programs.

DSL Departmental Overview (Continued)

Student Accountability

Coordinator, Student Conduct
TBD

Provides oversight for the non-academic student policy and process.

Educates students about appropriate behavior, developing their ethical decision-making skills, and helping them understand how their actions affect others.

Housing and Residential Life

Director, Housing and Residential Life
Tyler Melvin

Provides housing accommodations for undergraduate students

92.8% Occupancy rate across 7 residence halls.

New leadership development communities starting fall 2022.

Provides oversight for FYE Camp - a week long First Year Experience program where students engage in leadership, service, and exploration.

Auxiliary Services Cluster

Executive Director, Auxiliary Services
Nowka Gutierrez

Providing a variety of services to support campus life for students, faculty, staff, and alumni and guests of the university, while remaining financially self-supporting.

Support areas include: Student Bookstore, Macey Family Children's Center; Macy and Fidel Centers; Food Services; Golf Course; and Off-campus housing.

Student Bookstore

Bookstore Director
Scott Botko - Texas Bookstore

Provides textbooks, apparel, gifts, insignia, supplies, software, electronics, and much more the NMT community.

Macey Family Children's Center

Director, Macey Family Children's Center
Mitchell Tappen

Offers quality and developmentally appropriate education and care for children of New Mexico Tech's students, staff, faculty and Socorro community members.

An uncompromising commitment to excellence. The Children's Center also places a high priority on responsiveness and close working relationships with each child and family.

We offer a relaxed and casual setting for children ages 2 through 10. Our program offers optimum learning opportunities in a creative environment for your child/children.

Macey and Fidel Centers

Director, Macey and Fidel Centers
Gloria Gutierrez-Anaya

Provides a 615-seat, fully-equipped theater and conference center.

Available for conferences, meetings, parties, weddings, performances, and other special events.

Host to Tech Club Macey, a 21 and over social club, with occasional all-ages nights, featuring night-club style events, dinners and social hours before, and occasionally during, the intermissions for the Performing Arts Series shows and Special Events.

Food Service

Dining Services Director
Daniel Leatherman - Chartwells

Provides Residential Hall and life-style meal plans to meet the needs of student, faculty and staff who live both on and off-campus.

Provides food services through the NMT Dining Hall, Fire & Ice, and catering services.

Beginning summer 2022 will provide oversight of the NMT Golf Course M-Mountain Grill.

Partners with local farms for produce, meats, spices an

Golf Course

Director, Golf Course
Sabino Grijalva

The golf course is an uncrowded 18-hole, championship layout of rolling hills, dramatic elevation changes, and dynamic views of the Rio Grande valley. GOLF DIGEST magazine named us "one of the 10 best public courses in New Mexico, and one of America's 500 best places you can play."

The tree-lined fairways serve as the site for the Elfego Baca Shootout, during the first week in June and the Annual NMT Presidential Golf Tournament in mid-September.

Current and Anticipated Openings in Student Life at NMT

Please scan the QR Code or visit <https://www.nmt.edu/hr/employment.php> for the comprehensive list of all open position currently available at NMT. We anticipate all Divisional position will be open by April 1 with most positions having a July 1 start date.

We also support spousal and partner hires when available and appropriate.



Dean of Student

Job Description

Reporting the Vice President of Student Life and Chief Diversity Officer (VPSL-CDO), the Dean of Students is responsible for the strategic director of their assigned area. The Dean works to enhance students' learning and engagement experience at NMT by applying student development theory and learning outcomes that promote students' academic and personal success, thereby increasing student learning, satisfaction, and retention. The Dean plays a key role in the development of university policy and participates in institutional planning, evaluation, and assessment.

As a key leadership position on this campus and in the Division of Student Life, the Dean provides initiative that continuing to build a campus community that fosters the total development of the student by inspiring students to develop their leadership skills and character, helping them to refine their intellect, and aiding them in their quest for professional excellence.

Minimum Qualifications

Demonstrated leadership ability and experience leading in a culture of change and innovation, with the capacity to motivate staff and students to accept and embrace change.

Understanding of how to assist all students with their connection to an institution and ability to persist.

Demonstrated intercultural proficiencies with a strong belief in the value of diversity in enriching the learning experience and the quality of life on campus for all members of the university community.

An understanding and appreciation of academic life and how student affairs and academics intersect to provide a holistic experience for both undergraduate and transfer students.

A strong community builder, convener, and collaborator, capable of building bridges to departments, faculty, staff, students, and the community.

Master's degree in student affairs, counseling, or related field.

Seven years of experience in a college or university setting.

Director, Student Health Services

Job Description

Campus Health Services (CHS) attends to the physical health needs of nearly 2,000 diverse undergraduate and graduate students at New Mexico Tech by providing high quality primary care services including allergy shots, blood and/or body fluid exposures, immunizations, mental health and ADHD care, nutrition consultations, sexual health and wellness, on-call phone consultation, and travel health care. The Director of the Campus Health Services will work to ensure the Center is fully accredited by the appropriate accreditation associations.

The Director of Campus Health, reporting to the Associate Vice President for Student Life, provides strategic leadership, vision and direction for campus health services. The Director of Campus Health Services manages the day-to-day operations of the campus health center working in close collaboration with internal and external departments including but not limited to athletics; the campus wellness program; university counseling services, residential life and housing, and local and regional health care providers and institutions. The director prepares and maintains detailed and comprehensive reports, ensures patient record compliance, develops programs as appropriate, oversees accreditation, maintains budgetary authority and oversight, maintains all compliance reporting including state immunization reports, supervises a professional staff, leads quality improvement initiatives, manages crises as needed, maintains health care risk management, and performs other duties as assigned. The director serves as the chief student health expert for the university and coordinates the campus public health response team. The director is an active member of the Division of Student Life leadership team. Position may be a 10 or 12 months dependent on incumbents needs.

Minimum Qualifications

MD/DO., Board Eligible or Certified in Internal Medicine, Emergency Medicine or Family Medicine.
State of New Mexico Medical License

MD/OD, from an approved medical school and completion of an internship

Demonstration of ongoing, continuing medical education and re-certification, where applicable

Proven ability to develop and implement culturally proficient and effective outreach programs.

Highly effective written and verbal communication and interpersonal skills. Ability to communicate clearly and effectively orally and in writing demonstrated by skills to record in a neat, orderly and logical manner, as well as to engage in a helpful, non-judgmental manner orally in person and by phone.

Assistant Director, Counseling Center

Job Description

Reporting the Vice President of Student Life and Chief Diversity Officer (VPSL-CDO), the Dean of Under the direction of the Director of the Counseling Center, the Assistant Director of Counseling assists in setting the overall direction for the NMT Counseling Center. The AD provides a range of counseling, case management and outreach services to students, faculty and staff. The primary area of focus is to provide mental health services to students, including testing as it related to access to services on campus. The incumbent is responsible for developing and providing training to the NMT Community so we are better prepared to meet the mental health needs of our students. In collaboration with the Director of the Counseling, develop programs to help students, faculty, and staff better understand the import role counseling has in student growth and development. Provide formal clinical supervision to trainees, as well as crisis consultation and impromptu supervision as needed.

This licensed professional performs psychological assessments towards diagnosis and the formulation of a treatment plan, the provision of focused psychotherapy and referral of students to appropriate level of care. Also participates in after hours, on-call, and urgent care coverage. The incumbent provides consultation to faculty, staff and administration, engages in mental health promotion and education to a diverse university population, and delivers preventive outreach including psychoeducational programming and evaluation.

Minimum Qualifications

Current, valid license in New Mexico as a psychologist. Out-of-state licensed psychologists have 180 days to complete licensure requirements in the State of New Mexico.

Ph.D. or Psy.D. from an accredited program in clinical or counseling psychology and completion of an APA accredited internship.

Ability to administer testing for accessibility services

Proven ability to develop and implement culturally proficient and effective outreach programs and provide consultation, mental health promotion, and preventative psycho-educational outreach services.

Sustained knowledge and experience working with culturally diverse college populations, including ability and expertise with traditionally underserved student groups.

Knowledge of clinical supervision, organizational consulting techniques, systems and community psychology models and approaches with demonstrated skills in consultation work with professional and non-professional colleagues.

Mental Health Counselor Job Description

Under the direction of the Director of Counseling, the Mental Health Counselor provides mental health counseling and related services to students during their academic tenure at Tech in order to support students in their academic success and overall well-being. The incumbent provides individual and group counseling for a variety of personal, social, educational and vocational concerns. Offers psychoeducational workshops, addressed to specific needs such as study skills, assertiveness training, stress management, etc.

Minimum Qualifications

Knowledge of counseling treatment principles, modalities and techniques

Knowledge of crisis intervention

Demonstrated ability to conduct culturally proficient and focused individual and group counseling and psychotherapy.

Proven ability to develop and implement culturally proficient and effective outreach programs and provide consultation, mental health promotion, and preventative psycho-educational outreach services.

Sustained knowledge and experience working with culturally diverse college populations, including ability and expertise with traditionally underserved student groups.

Must be licensed to practice therapy within the state of New Mexico (LPCC, LPC, LMHC, LCSW, LMSW, or be eligible and receive their license to practice independently within one (1) year after hire

Assistant Director of Residential Education

Job Description

Reporting to the Director of Housing and Residential Life, the Assistant Director for Residential Education (ADRE) will lead the development, implementation, and assessment of a first and second-year residential curriculum programming model that focuses on student leadership development and academic success. The goal of the residential experience is to increase student retention while developing cultural competencies. The ADRE leads all co-curricular aspects of various living-learning communities (LLCs)/affinity spaces, will coordinate academic services within the residence halls, and will facilitate all departmental assessment related to academic initiatives. This position works with the DHRL and Assistant Director of Housing Operations (ADHO) to integrate academic initiatives into the student and professional staff training programs. The ADRE leads Housing and Residential Life (HRL) staff in on-going assessment practices, program review, and the dissemination/presentation of critical elements related to the mission and strategic plan of the university and HRL. This ADRE directly supervises the Residential Life Coordinator (RLC) for the First Year Experience (FYE) and indirectly supervises all Resident Assistants (RA). This position will work closely with HRL staff, faculty, and other academic staff.

Minimum Qualifications

Experience that demonstrates a thorough understanding of academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum programming models.

Experience that demonstrates a thorough understanding of assessment including but not limited to Skyfactor, Qualtrics, and NSSE.

Well-developed interpersonal communication skills, including oral and written communication.

Evidence of ability to work effectively with people from diverse backgrounds and the ability to foster communities that support diversity, equity, and inclusion

Demonstrated experience in use of Microsoft Office and Google.

Assistant Director of Auxiliary Services

Job Description

Under the direction of the Director of the Auxiliary Services, The Assistant Director of Auxiliary Services assists in setting the overall direction of Auxiliary Services. The AD participates in the leadership and management of multiple functional units within Auxiliary Services University-wide. Work requires close adherence to College Policies and Procedures and applicable Federal and State laws. The incumbent ensures compliance with contract terms and monitors financial performance. This position acts as one of the primary liaisons between the institution and contracted service providers.

In collaboration with the Director, the AD works to develop and implement policies and standards for Auxiliary service. Auxiliary services areas include, but are not limited to, conference & event services, bookstore, dining services, vending services, beverage exclusivity, golf course operations, childcare services, apartment living & off campus housing, student activities center, and student union operations/activities.

Minimum Qualifications

Bachelors Degree with at least 5 years of experience or Master's degree with at least 3 years of experience

Excellent organizational, planning, analytical, and problem solving skills

Must be computer knowledgeable and proficient in Excel, Word

Exceptional oral and written communication skills

Interpersonal skills to work effectively with Auxiliary Services department directors, faculty, administrators, students, alumni, parents, and the public.

Valid driver's license