



Want to work for a University Worth Discovering?

WESTERN NEW MEXICO UNIVERSITY
IS RECRUITING FOR AN
ADMISSIONS OFFICE MANAGER
ADMISSIONS
(Job Code 143/Full-Time/Exempt)

RESPONSIBILITIES: Under general direction of the Director of Admissions, manages office functions to facilitate all aspects of the department which includes managing and evaluating admission processes for all incoming undergraduate and graduate students to ensure adherence to all policies, procedures and regulatory requirements, and supervises Admissions Office support personnel. Maintains confidential employee and department files and records. Participates in a variety of department operational and budgetary meetings; maintains and assists in the preparation of materials for annual budgetary and operational planning; compiles, prepares, and maintains department budget records and files; identifies and requests budget line transfers for support of actual expenditures; reviews and monitors department operational budget; recommends fund transfers between expense lines. Provides supporting documentation and research of specific issues, concerns, and problems to ensure availability of thorough and accurate materials for decision making and compliance with all policies, procedures, and regulations; performs research of specific department information in support of special projects. Reviews all student documents for admission to the University (*e.g.*, transcripts, college placement exam scores, TOEFL scores, and regulation-compliance information) for accuracy, completeness, and authenticity; determines student admission status, supervises determination of initial residency for tuition purposes, places incoming students on probationary status in accordance with established policies and procedures; determines academic standing of incoming graduate students. Manages, processes, and ensures maintenance of out-of-state tuition waivers and competitive scholarship awards; assists Admissions Director in determining residency status on petitions; manages, processes, and ensures maintenance of international student files; prepares and submits all I-20 and other immigration documents under the directions of the Admissions Director; performs the initial review of foreign transcripts for degree evaluations. Manages, supervises, and ensures maintenance of applicant and other fields in student database for accuracy and completeness of information for compliance with regulatory agencies' requirements; complies and prepares various statistical reports for internal and external use; participates in various committees to discuss issues, concerns, problems, and resolutions to ensure area operations are consistent with and supportive of overall Student Affairs and University strategies and goals. Manages and supervises the operations of the Admissions Department through the review and monitoring of student-worker (work-study, graduate assistant) activities (*e.g.*, applicant folder creation, data entry, distribution of folders to other departments, correspondence, answering questions both in person and by telephone); establishes student workers' schedules; oversees and approves student workers' time-cards prior to submission for payment; and performs other duties as assigned by management.

MINIMUM EDUCATION AND EXPERIENCE: High School Diploma or GED equivalent with four (4) to five (5) years full time experience directly related to the duties and responsibilities along with some supervisory experience. Associates degree in Business, Organizational Management, Education, or closely related field may substitute for two (2) years of experience

PREFERRED EDUCATION AND EXPERIENCE: Bachelor's degree in Business, Organizational Management, Education or closely related field will be given full consideration in lieu of three (3) years full time work experience. Experience in business management or higher education. Proficiency in Spanish and experience with diverse groups. Experience with Excel, Word, and Banner SCT.

SALARY: \$23,660 Annually

TO APPLY: Submit a WNMU application, a letter of intent, resume, a copy of official transcripts (originals required upon hire), and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. (*The Human Resources Office is located in the Juan Chacon Building, room 105. Entrance is through the downstairs doors only due to the current construction upstairs and the building is directly behind the School of Nursing building*). The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.

Review of application materials will begin on Monday, October 10, 2011 and continues until position is filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**