



## Want to work for a University Worth Discovering?

### **WESTERN NEW MEXICO UNIVERSITY'S EXTENDED UNIVERSITY IS RECRUITING FOR A DIRECTOR FOR THE MIMBRES VALLEY LEARNING CENTER in Deming, NM (Job Code 353/Full-Time/Exempt)**

**RESPONSIBILITIES:** Under limited supervision of the Dean of Extended University, manages, supervises and evaluates daily operations of a satellite extended education site of Western New Mexico University. Establishes goals and objectives, develops administrative policies and procedures for program activities; acts as the branch's principal point of representation and liaison with community businesses, organizations and agencies on community education matters. Plans, develops and integrates the branch's various education programs and services; analyses and interprets community education needs and works with faculty and community representatives in the establishment and integration of community education concepts and objectives. Plans, prepares, and organizes school course schedules to ensure provision of sufficient classes and course mixes to meet educational needs of local community. Serves as principal point of liaison for educational programs and services offered off-campus by the branch; works with community agencies in the negotiation and administration of contracts and in the planning, development, implementation and evaluation of programs and services. Counsels students regarding course selection for achievement of specific educational goals. Acts as primary liaison between the satellite campus and local community to ensure timely and complete communication and understanding of programs and services. Distributes materials to students and instructors upon receipt from Extended University Dean. Places book orders based on class enrollment. Works closely with all main campus departments to ensure timely and accurate distribution of information, entry of enrolled student information and application of appropriate funding to student accounts. Recruits and selects instructors for classes. Researches and prepares requests for grant funding in support of distributed education programs. Negotiates and arranges classroom usage with local school facilities. Acts as spokesperson for the programs offered through distributed education. Plans and participates in a variety of community and public relations events to promote and increase awareness of the programs offered at the satellite center. Develops, implements, and analyzes various interest and evaluation surveys to assess local support and need for class offerings. Prepares and presents program ideas/proposals to Extended University Dean for review, recommendation and approval. Performs all necessary admission, registration, financial aid assistance and counseling to students. Researches and resolves issues between students and main campus records/files; and performs all related duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:** Bachelor's degree in Education, Business Administration or closely related field required with supervisory experience equivalent to four years full time including budgeting responsibilities. Master's degree in Education, Business Administration or closely related field may substitute for one-year of experience.

**PREFERRED JOB REQUIREMENTS:** Proficiency in Spanish and experience with diverse groups preferred.

**SALARY:** \$45,991 Annually

**Review of applications will begin on Wednesday, July 20, 2011 and continues until filled.**

**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>.**

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.**