



## Want to work for a University Worth Discovering?

### WESTERN NEW MEXICO UNIVERSITY IS RECRUITING FOR AN **EXECUTIVE ADMINISTRATIVE ASSISTANT** **ACADEMIC AFFAIRS** **(Job Code 445/Full-Time/Exempt)**

**RESPONSIBILITIES:** Under general direction, provides administrative support to the Provost & Vice President for Academic Affairs (VPAA) and the Associate Vice President for Academic Affairs & Director of the Graduate Division (AVPAA) to assist in the smooth and effective operations and dissemination of information for the Academic Affairs division of the University. Oversees and coordinates the day-to-day activities of the office, and acts as liaison for VPAA and AVPAA to all students, faculty, university staff, and the general public. Acts as primary liaison for the VPAA to Academic Affairs' programs, faculty, university staff, and the general public; answers questions and provides information about the division's programs and activities within the scope of delegated authority; researches and resolves problems, referring complex and critical issues to the VPAA or AVPAA for review; collects and compiles agenda items in preparation for meetings; takes and transcribes minutes of meetings; undertakes appropriate follow-up. Also, acts as primary liaison for the AVPAA for the WNMU Graduate Division; answers questions and provides information about the division's programs and activities with the scope of delegated authority; researches and resolves problems, referring complex and critical issues to the AVPAA for review; collects and compiles agenda items in preparation for meetings; takes and transcribes minutes of meetings; undertakes appropriate follow-up. Supports the activities of the Graduate Division; assists with placement of Graduate Assistants; and ensures maintenance of records of progress, grades, and other confidential records for graduate students. Assists with review of scheduling of classes and course rotations; monitors enrollment levels and notifies AVPAA of results; assists with faculty load review and full-time and part-time faculty contract issuance. Leads and supervises staff within the Academic Affairs office, schedules and assigns work activities for efficient and effective operations; performs follow-up and research of specialized and regular items; reviews staff's work activities for adherence to established goals/objectives. Initiates, composes, and types a variety of internal and external correspondence and memos to businesses, vendors, officials, local and state officials/agencies, and other university departments; prepares purchase requisitions for supplies. Assists with review and monitoring of department budgets for all Academic Affairs reporting areas to ensure compliance with established budgetary constraints; maintains confidential files and records of division information; assists with collection, compilation, and preparation of materials, statistics, and documents for annual strategic planning sessions; maintains division records of established goals, objectives, and policies. Serves as liaison for Academic Affairs' support staff and provides training support for all Academic Affairs' secretarial staff; excellent communication skills and above-average writing ability, and performs other duties as assigned.

**MINIMUM EDUCATION AND EXPERIENCE:** High School Diploma or GED. Expertise in all Microsoft Office Suite including: Word, Excel, Access, Power Point, and Outlook. Experience equivalent to five years full-time administrative, operational, or secretarial work in an executive setting with supervisory responsibilities-(completion of a post high school program in Office Management, Bookkeeping, or closely related area may substitute for one year of the required experience). Experience in project management.

**PREFERRED QUALIFICATIONS:** Experience with Banner SCT database. Experience with diverse groups and proficiency in Spanish.

**LICENSES/CERTIFICATIONS REQUIRED:** Provide proof of a valid Driver's License in good standing, including a DMV record of history and current status, upon offer of an interview. WNMU Defensive Driver's Certification must be obtained prior to use of a University vehicle.

**SALARY: \$32,549 Annually**

**TO APPLY:** Submit a WNMU online application, a cover letter, a resume, a copy of High School Diploma or GED equivalent or copy of unofficial college transcripts, and five references with addresses and telephone numbers to: Western New Mexico University, Human Resources Department, P.O. Box 680, Silver City, NM 88062 (*the Human Resources Office is located in the Juan Chacon Building, room 105. Entrance 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, December 5, 2011 and continues until 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. Women and minorities are encouraged to apply. 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.**