



Want to work for a University Worth Discovering?

WESTERN NEW MEXICO UNIVERSITY'S
SCHOOL OF EDUCATION
IS RECRUITING FOR A
PROGRAM COORDINATOR
(Job Code 357/Full-Time/Exempt)

RESPONSIBILITIES: Under supervision of the Dean of the School of Education, manages, supervises, and evaluates daily operations of the School of Education at Western New Mexico University. Provides information and answers questions about the School of Education to all students, faculty, university staff, and the general public within the scope of delegated authority; researches and resolves problems, but refers complex and critical issues to the Dean of the School of Education for review. Transcribes minutes of meetings; initiates, composes, and types a variety of internal and external correspondence to businesses, vendors, local and state officials/agencies; prepares purchase requisitions for supplies, equipment, furniture, and materials; coordinates and secures all travel arrangements for the School of Education Dean including transportation, meals, and lodging in accordance with established policies. Coordinates COMPS for SOE graduate students; assists the Dean of the School of Education in the preparation of faculty meetings and minutes, workshops, and receptions. Finalizes arrangements regarding meetings, trainings, and SOE functions including but not limited to the purchasing of refreshments, setup, and clean up. Acts as primary liaison for the Dean of the School of Education to all students, faculty, university staff, and the general public; answers questions and provides information about the division's programs and activities within scope of delegated authority; researches and resolves problems, referring complex and critical issues to Dean of SOE for review; collects and compiles agenda items in preparation for meetings. Reviews, monitors and closes-out all budgets on a monthly basis to ensure compliance with established budgetary constraints; maintains and archives confidential files (active and inactive) and records of division information; collects, compiles, and prepares materials, statistics, and documents for annual strategic planning sessions; maintains SOE records of established goals, objectives, and policies. Assists faculty in organizing school course schedule to ensure provision of sufficient classes and course rotations to meet educational needs of School of Education students. Acts as primary liaison between the SOE and local community to ensure timely and complete communication and understanding of programs and services. Places book orders based on class enrollment the semester prior to course offerings. Coordinates the School of Education Hall of Fame every spring semester. Prepares and proofs various student data for different reports i.e., Title II Completer data. Works closely with all main campus departments to ensure timely and accurate distribution of SOE information. Enters data into Banner (University information database) which includes New Mexico Teacher Assessment (NMTA) data entry of student test information and graduate student COMP scores; and performs all related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS AS FOLLOWS: Knowledge of the principles and practices of office management; personal computer word processing; bookkeeping functions, practices and procedures; and of the School of Education's mission, goals, objectives, policies, procedures, and standards. Skill in the operation of a variety of office equipment including personal computer, calculator, telephone, copier, and fax machine; communicating courteously and professionally; establishing and maintaining effective working relationships with a variety of community members, students, parents, staff and faculty; following complex oral and written instructions, policies, and procedures; working in an environment subject to frequent interruptions, changing priorities, and use of judgment in the release of confidential information; researching, compiling and preparing reports and related information; preparing a variety of records, reports (i.e. Title II; AACTE/NCATE) and correspondence; and in establishing and maintaining filing and record systems.

MINIMUM EDUCATION AND EXPERIENCE: High School Diploma or GED with some college credit hours. Experience equivalent to five years full time bookkeeping and budget monitoring experience along with administrative/secretarial support work in an executive setting with supervisory responsibilities; OR an Associate's Degree may substitute for one year of the required experience. Knowledge of Spanish and some experience with diverse groups is required. Proficiency with all programs that are part of the Microsoft Office suite and strong people as well as written and oral communication skills is required.

PREFERRED QUALIFICATIONS: Bachelor's degree preferred. Knowledge of and familiarity with local, business, educational, governmental, and religious figures and organizations. Experience with money management and bookkeeping, Banner SCT, spreadsheets; proven skill in communicating courteously and professionally with the public; excellent customer service skills; clerical experience in higher education and/or public education. Proficiency in Spanish and various experiences with diverse groups.

SALARY: \$24,475 Annually

TO APPLY: Submit a WNMU application, a letter of intent, resume, a copy of High School Diploma or GED equivalent or a copy of unofficial transcripts, 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 will begin on Friday, June 24, 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.**