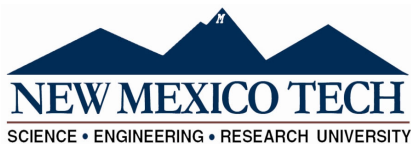


Posted: May 6, 2024



POSITION ANNOUNCEMENT

TITLE: ASSISTANT DEAN OF STUDENT LEADERSHIP & ENGAGEMENT

DEPT: STUDENT LEADERSHIP & ENGAGEMENT

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$72,000-\$78,795

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: May 10, 2024*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the direction of the Dean of Students, the assistant dean for Student Leadership and Engagement sets the strategic direction of their assigned areas. The assistant dean is responsible for providing day-to-day operational leadership of the Center for Student Leadership and Engagement, including the development and implementation of leadership and engagement programs that enhance the student experience. The assistant dean will also play a pivotal role in supporting the intellectual, personal, and social development of students and advocating on behalf of student leaders and organizations across the campus community.

The assistant dean will develop and oversee the development of program learning outcomes including assessment plans and ensuring they align with the Division of Student Life strategic goals, and facilitating collaboration and partnerships with a variety of stakeholders beyond Student Life. The assistant dean will play a pivotal role in the development campus events, new student orientation and new student welcome and will work in collaboration with admission, academic scheduling, business services, facilities management, and a variety of community partners. The successful incumbent develops high-impact practices to meet the needs of a diverse student population, faculty, and staff and is a member of the Student Life Leadership Team, and supports the Division of Student Life and/or University committees as necessary.

JOBS FUNCTIONS:

Administration 25%

- Creates and maintains a professional, welcoming environment for individuals visiting the Student Leadership and Engagement for services and information.
- Represents the Division and Center on University-related committees as assigned.
- Provide direct and/or indirect supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approved time off, etc.).
- Work with the Dean of Students to set annual priorities for the Center.
- Provide oversight of Career and Intern/Co-Operative Services.
- Assess programs, services, and learning outcomes to improve programs that work and eliminate programs that do not.
- Provide budget oversight for assigned areas.
- Provides leadership and administrative oversight for campus life service areas and initiatives, ensuring consistency with students' and the community's current, changing, and future needs.
- Oversees student life efforts associated with accountability, outcomes assessment, accreditation, goal setting, and continuous improvement.

Student Leadership 35%

- Provide direction and oversight of a student leadership development program, learning outcomes, and assessment of programming and student leaders.
- Actively participate and assist with Housing & Residential Life's Kelly Mine Camp for first-year students.

- Create and implement innovative programming and student engagement opportunities that enhance the student experience and influence student retention, progression, and graduation.
- Provide support and supervision for registered SGA-recognized student clubs and activities, including advising, training, program planning, and evaluation.
- Develop and incorporate assessment into programmatic efforts to evaluate the achievement of goals related to students' sense of belonging, involvement and engagement, social connection, cultural awareness, and learning.
- Facilitate student engagement in recognition programs, including an annual student leadership award ceremony.
- Create and administer a First-Gen program.

Student Engagement 25%

- Supervise and administer the on-campus food pantry named Miners Market, overseeing staffing, securing grant funding, and managing inventory and usage data.
- Organize and execute Miners Parents & Families weekend activities.
- Work with the Dean of Students to coordinate and manage the Parent Orientation program.
- Serve as the administrator for techConnect, NMT's Student Engagement Software.

Career and Intern/Co-Operative Services 10%

- Provide oversight and support for Career Services.
- Work with the Assistant Director to identify intern cooperative opportunities that provide hands-on experiences for students.
- Provide oversight of a comprehensive assessment plan of services provided through Career Services.

Other duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Master's degree - Area of study: in Student Affairs or related field and at least 3 years of relevant experience. Understanding of the role of student governance and student funded programs in a community college. Experience developing and implementing student programs and activities. Demonstrated understanding of student development frameworks, multiculturalism, inclusion, social justice, and social change models/theories. Demonstrated skills in fiscal management. Outstanding cultural competency with proven ability to work effectively with diverse populations. NMT Defensive Driving certification.

DESIRED QUALIFICATIONS:

Have thorough knowledge of research and best practices around student success. Experience in program development including assessment planning, implementation, and continuous improvement. Experience developing and facilitating workshops. Demonstrated leadership, and/or supervisory experience. Bilingual language ability.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu