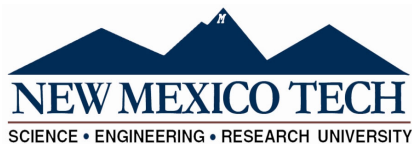


Posted: February 14, 2023



POSITION ANNOUNCEMENT

TITLE: DIRECTOR, CENTER FOR STUDENT LEADERSHIP & ENGAGEMENT

DEPT: CENTER FOR STUDENT LEADERSHIP & ENGAGEMENT

REG

TEMP

FULL TIME

PART TIME

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

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: February 22, 2023*

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

The director 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 various stakeholders beyond Student Life. The director will play a pivotal role in the development of 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 University committees as necessary.

JOB FUNCTIONS:

Administration 25%

- Creates and maintains a professional, welcoming environment for individuals visiting the Center for 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, approve 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 current, changing, and future needs of students and the community.
- Oversees student life efforts associated with accountability, outcomes assessment, accreditation, goal setting, and continuous improvement.

Student Leadership 45%

- Provide direction and oversight of a student leadership development program, learning outcomes, and assessment of programming and student leaders.
- Coordinate a Leadership/Diversity Speaker Series and facilitate student-focused workshops and training on issues of equity, diversity, global issues, social justice, and leadership.
- 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 student organizations, 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.
- Ensure Student Organization/Clubs Services are appropriately equipped with resources to support registered student organizations on campus.
- Facilitate student engagement in recognition programs, including an annual student leadership award ceremony.

Student Engagement 25%

- Provide administrative oversight of the Food Pantry and Student Hunger Grant.
- Led the coordination and development of the New Student Welcome.
- Maintain, develop, and implement departmental policies, including the student organization handbook, use of facilities and resources, and posting policy.
- Provide administrative oversight in the formation, sanctioning, and orientation process for student organizations and clubs.
- Provide administrative oversight of the Student Activities Board within SGA.
- Work to ensure student clubs have a comprehensive understanding of diversity, equity, and inclusion.

Other duties as assigned by the Dean of Students.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in any area of study, with at least 5 years of experience in a leadership role. 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:

Master's degree in Student Affairs or related field and at least 3 years of relevant experience. General knowledge of F-1/J-1 regulations and SEVIS operations. Understanding of the role of student governance and student-funded programs in a community college. Have thorough knowledge of research and best practices around student success. Experience in program development, including assessment planning, implementation, and continuous improvement. Demonstrated leadership and/or supervisory experience.

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