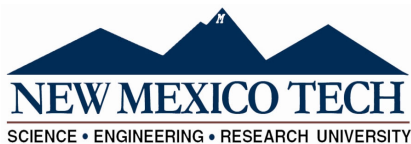


**Posted:** March 13, 2024



## POSITION ANNOUNCEMENT

**TITLE:** DIRECTOR FOR STUDENT LEADERSHIP AND 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:** March 21, 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 Director for Student Leadership and Engagement sets the strategic direction of their assigned areas. The Director is responsible for providing day-to-day operational leadership for Career Services, Student and Parent Engagement, Miners Market Food Pantry, and developing and implementing student leadership and 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 program learning outcomes and an assessment plan and ensure they are aligned with the Division of Student Life's strategic goals, and facilitating collaboration and partnerships with a variety of stakeholders beyond Student Life, including campus events, new student orientation, admissions, academic scheduling, business services, facilities management, and a variety of community partners. The Director develops high-impact practices to meet the needs of our diverse student population, faculty, and staff, 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 areas under their supervision.
- 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 all their direct areas.
- Assess programs, services, and learning outcomes to improve programs that work and eliminate programs that do not.
- Provide budget oversight for assigned areas.
- Maintain, develop, and implement departmental policies, use of facilities and resources, and posting policy.
- 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.

- Development and coordination of the New Student Welcome

**Student Leadership 30%**

- 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 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.
- Facilitate student engagement in recognition programs, including an annual student leadership award ceremony.

**Student & Parent Engagement 30%**

- Supervise and administer the Miners Market Food Pantry, overseeing staffing, securing grant funding, and managing inventory.
- Organize and execute Miners Parents & Families Weekend events.
- Create and administer a First-Gen program.
- 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 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.

**REQUIRED QUALIFICATIONS:**

Bachelor's degree - Area of study: With at least 5 years of experience in a leadership role. Experience developing and implementing student leadership 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. US Citizen or Permanent Resident.

**DESIRED 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 parent programming in higher education. 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](mailto:nmtjobapps@npe.nmt.edu)