NEW MEXICO HIGHLANDS UNIVERSITY  
JOB DESCRIPTION

Position: Coordinator of Academic Enrichment (AE) Programs  
Salary Grade: 14

Department: Academic Enrichment  
FLSA: Exempt

Reports To: Provost/VPAA  
Job Type: Regular/Full-Time (12 months)

SUMMARY
This position is responsible for oversight, coordination, administration, and development of the interdisciplinary efforts of AE programs, including Learning Communities (LCs), Writing in the Disciplines (WID), Freshman Forum, Structured Tutorial, and College Success.

DUTIES AND RESPONSIBILITIES
• Manage budgets, scheduling, and contracts;
• Recruit faculty and students for participation in programs;
• Supervise graduate assistant(s) and student employees;
• Review research and best practices to adapt for implementation;
• Revise programs as necessary;
• Develop Outcomes Assessment Models and provide brief year-end report;
• Participate in summer orientations and other events to publicize programs and advise students;
• Provide informational and training sessions for faculty, facilitators, and workshop leaders;
• Assure course evaluation data is provided to faculty/instructor supervisors;
• Arrange for guest speakers, and organize student activities for programs;
• Teach three credit hours of AE-related coursework per semester;
• Participate in grant writing efforts to support Academic Enrichment initiatives;
• Perform other related duties as assigned;
• Maintain regular attendance.

MINIMUM JOB REQUIREMENTS
• Education: Master’s degree in an education-related field; coursework in education and the teaching of writing.
  o Experience: Two years teaching experience at the university level; interdisciplinary course design; and, administrative experience;
  o Preferred: Doctorate degree in education-related field; coursework in education, the teaching of writing, and curriculum development

SPECIAL REQUIREMENTS
• Must be willing to work occasional odd hours, weekends and holidays.

KNOWLEDGE, SKILLS, and ABILITIES
• Ability to communicate effectively, both orally and in writing;
• Skill in the use of Microsoft Office, specifically word and excel;
• Ability to be an effective recruiter;
• Ability to handle multiple duties;
• Ability to research trends and best practices;
• Ability to organize and prioritize work.

PHYSICAL DEMANDS
• Sitting........................................................................................................Frequently
• Standing...................................................................................................Occasionally
- Walking: Occasionally
- Bending: Occasionally
- Squatting: Occasionally
- Climbing: Occasionally
- Kneeling: Occasionally
- Lifting/Carrying up to fifty (20) pounds: Occasionally

**WORK ENVIRONMENT**

Work is normally performed in an office setting.