NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position Title: Director of Campus Life and Conferences
Salary Grade: 18

Department: Office of Student Affairs
Job Type: Regular/Full-Time

Reports To: Dean of Students
FLSA: Exempt

JOB SUMMARY: This position is responsible for providing direction for Purple Pub Computer Lab, Post Office, Game Room, Intramurals and the Campus Life Office. Primarily responsible for facilities/conference scheduling and providing campus activities.

DUTIES & RESPONSIBILITIES:

- Planning and coordination of Student Activities;
- Scheduling of Facilities;
- Scheduling of conferences;
- Supervision and oversight of the Purple Pub Computer Lab;
  - Rental of laptops for student use;
  - Billings for late/non-returned laptops;
  - Develop laptop policies/procedures;
  - Approval of timesheets and execution of work study performance evaluations;
- Oversee approximately 60 chartered clubs/organizations;
  - Develop policies and procedures for groups;
  - Provide training/ in-service on, leadership, fundraising, etc.;
  - Facilitate monthly meetings;
  - Organize annual Student Leadership Recognition Banquet;
  - Develop Charter information
- Oversee Intramurals Program
  - Ordering of Equipment
  - Scheduling of work study students
  - Approval of timesheets and execution of work study performance evaluations;
- Plan and coordinate activities for the academic year;
- Maintenance of budgets (Campus Life, Purple Pub, Post Office, Conferences, Activities board, Intramurals)
- Approve, post and maintain campus calendar on web page;
- Supervision of Game Room
  - Hiring of 12 work study students;
  - Preparation of work schedule;
  - Approval of timesheets and execution of work study performance evaluations;
- Supervision of Campus Life Coordinator/Administrative Secretary;
- Supervision of Campus Post Office
  - Approval of fiscal documents
  - Hiring of work study students
  - Preparation of work schedule
  - Approval of timesheets and execution of work study performance evaluations;
- Process appropriate facilities and/or security work orders;
- Order equipment such as tables, chairs, TV’s, LCD’s, microphones, podiums, etc.;
- Conduct elections and oversee election processes;
● Develop election guidelines and procedures;
● Oversee campus vending (beverage and snack) operation;
  ○ Preparation of RFP’s
● Disburse funds for student travel;
● Issue Student, Faculty, Staff ID’s
  ○ Submission of billing for ID’s
● Building Manager
  ○ Prepare building work orders while maintaining safety/security issues in the building;
● Perform miscellaneous job-related duties as assigned;
● Maintain regular attendance.

MINIMUM JOB REQUIREMENTS:
● EDUCATION: Bachelor’s Degree in Business
● EXPERIENCE: Four (4) years of experience directly related to the duties above
● PREFERRED
  ○ MBA
  ○ Knowledge of Ellucian Banner, MS word and MS Excel

SPECIAL REQUIREMENTS:
● Must be willing to work weekends, evenings, and odd hours as required.

KNOWLEDGE, SKILLS, and ABILITIES:
● Ability to analyze and solve problems;
● Ability to communicate effectively, both orally and in writing
● Ability to present oneself with a professional presence and demeanor;
● Ability to maintain confidential information and inquiries with discretion;
● Ability to display a keen attention to detail;
● Ability to display a strong working knowledge in excel, word and other basic computer functions;
● Ability to maintain exceptional customer service and people skills;
● Ability to establish and maintain effective working relationships with faculty, students and staff;
● Ability to establish and maintain effective working relationships and make contact with officials, students, organizations, and the general public;
● Ability to supervise lower level staff

PHYSICAL DEMANDS:
● Repetitive hand motions and prolonged use of computer.
● Must occasionally lift and/or move up to twenty (20) pounds.
● Kneel, bend, reach and stoop.
● Walking for extended periods of time.

WORK ENVIRONMENT:
● Work is performed in a typical interior/office work environment.
● Work with frequent interruptions.