

**NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE**

Posting Date: November 9, 2009

Deadline Date: Open Until Filled

Position: New Student Orientation & Advisement Coordinator

Department: Academic Support

Rate: (Band 104) \$36,274.25

Job Type: 12 months/Full-Time

FLSA: Exempt

Reports To: Director

SUMMARY: Design and oversee comprehensive new student programs and services, to include advisement, for first-year students, transfer students and families of new students at NMHU.

DUTIES & RESPONSIBILITIES:

- Collaborate closely with the Director of Academic Support in overseeing, supervising, directing, and maintaining all issues related to New Student Orientation (NSO) including assigned student advisors/orientation leaders.
- Facilitate and collaborate highly integrated and complimentary recruiting and communication strategies and complimentary communication channels pertaining to NSO.
- Manage new student programs for potential incoming freshmen and transfer students.
- Recommend policies and procedures and contribute to the process of decision-making to effectively administer new student programs.
- Design and/or approve the layout and content of all materials, brochures, booklets and mailings for orientation programs.
- Assist with the development and management of budgets for new student programs.
- Recruits presenters and develops content programming for student and family orientations.
- Engage in the development and implementation of programs and services to promote student academic success and retention.
- Develop and maintain training manual for NSO leaders and staff
- Maintain orientation information on website
- Manage day to day operations to include recruiting, selecting, and training student advisors at the undergraduate level.
- Provide academic advising to students in large advising outreach programs (orientation for first years, transfers, etc.).
- Maintain regular attendance.
- Performs other job related duties as assigned.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- **EDUCATION:** Bachelor's Degree in any field.
 - **PREFERRED:** Masters Degree in any field.
- **EXPERIENCE:** 3 years working in an institution of higher learning.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain a valid New Mexico Drivers License.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of University and department policies and procedures
- Knowledge of principles and practices of organization and administration
- Knowledge of principles of supervision, training, and performance evaluation;
- Knowledge of budget management.
- Knowledge of providing leadership to a unit; department or program.
- Knowledge of University processes.
- Knowledge of SCT Banner Student Modules.
- Skills in short and long range planning.
- Skills in problem analysis and resolution.
- Skills in report preparation and presentation
- Skills in public contact and relations

- Excellent verbal and written communication skills.
- Skills in student marketing and recruitment and detail oriented.
- Poses excellent event planning skills
- Creativity and excellent organizational skills.
- Ability to direct, evaluate, train, and supervise the work of assigned personnel.
- Ability to develop and maintain effective working relationships.
- Ability to maintain accurate and orderly records.
- Ability to use independent judgment and initiative
- Ability to organize and direct activities
- Ability to analyze and evaluate information.
- Ability to work in highly collaborative, complex and diverse environment.

APPLICATION PROCEDURE: Interested applicants must submit 1) a letter of interest, 2) resume, 3) University Employment Application, 4) names/addresses/phone numbers of 3 professional references 5) copies of transcripts.

Candidates who are invited for interviews will be required to submit official transcripts.

References will be contacted in conjunction with interview. Submit application materials to:

**New Mexico Highlands University
Human Resources
Search: New Student Orientation & Advisement Coordinator
Box 9000
Las Vegas, NM 87701**

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For disabled access or services call 505-454-3242 or TDD 505-454-3003.**