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

Posting Date: November 24, 2014  
Application Deadline: Open Until Filled

Position Title: CONECTADO Activity Director  
Salary Grade: 15

Department: Title V/Educational Outreach Services  
Minimum Starting Salary: $45,582

Job Type: 12 Months/Full Time  
FLSA: Exempt

Reports To: CONECTADO Project Director (EOS Director)

SUMMARY: The CONECTADO Activity Director will work under the direction of the project director and will provide project leadership. This position is responsible for monitoring the Title V program activities to achieve program goals, objectives, actions/activities and performance measures.

DUTIES & RESPONSIBILITIES:
- Implement and manage the Title V CONECTADO project;
- Hire and supervise all project personnel;
- Assist and execute, in cooperation with the academic units, three online master programs;
- Schedule and monitor program activities to determine consistency with grant objectives;
- Work with key stakeholders regarding project offerings and keep the project director informed on the progress of the project and make recommendations for program improvement;
- Monitor, maintain and initiate and approve expenditures of the project budget;
- Plan activities with the project director and the other key faculty;
- Schedule and monitor program activities to determine consistency with program goals;
- Maintain appropriate files, documentation and data regarding graduate participants and scholarships;
- Develop and maintain data tracking mechanisms to analyze the project;
- Utilize Banner to track graduate student outcomes;
- Plan interventions and improvements with the project director based data and student outcomes;
- Develop systems to maintain appropriate files, documentation and data regarding CONECTADO participants;
- Work with project director and evaluators to adhere to all federal reporting requirements;
- Maintain regular attendance;
- Performs other job related duties as assigned.

MINIMUM JOB REQUIREMENTS:
- **EDUCATION:** Bachelor’s Degree in Business, Education or related field.
- **EXPERIENCE:** 3 years’ experience in areas of higher education administration and online program administration.
  - **PREFERRED:** Demonstrated experience working with minorities and low-income graduate students; students from diverse backgrounds and students with disabilities.

SPECIAL REQUIREMENTS:
- Must be willing to work evenings, weekends and odd hours as required.
- Must possess and maintain a valid New Mexico Driver’s License.
- Must be willing to travel.
- **Continued employment is contingent upon grant funding.**
KNOWLEDGE, SKILLS, and ABILITIES:

- Skill in the use of Microsoft Office Products.
- Ability to communicate effectively, demonstrate discretion in dealing with funding agency, administrative staff, graduate students and the academic community.
- Experience in building/fostering alliances with the school district community.
- Familiarity with daily operations of higher education instruction.
- Experience with the latest technology used in support of education in the classroom such as using online learning systems and enhancements.

PHYSICAL DEMANDS:

- Repetitive hand motions and prolonged use of computer.
- Must occasionally lift and/or move up to forty (40) pounds.
- Sitting for extended periods of time.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office work environment.
- Work with frequent interruptions.
- Work regularly requires more than 40 hours per week.

APPLICATION PROCEDURE: A complete application must include: 1) a letter of interest; 2) resume; 3) university employment application; 4) names/address/telephone 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 interviews. Submit materials to:

New Mexico Highlands University  
Human Resources  
Activity Director Search  
Box 9000  
Las Vegas, NM 87701  
or  
email application materials to: jobs@nmhu.edu

For disabled access or services, call (505)454-3242 or TDD# (505)454-3003.

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