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

Posting Date: August 1, 2015
Deadline Date: Application review will begin on October 15, 2015.

Position Title: Director of Athletics
Salary: Commensurate with qualifications and experience

Department: Athletics
Salary Grade: 20

Reports To: Dr. Sam Minner, President
FLSA: Exempt

SUMMARY: New Mexico Highlands University seeks an innovative and energetic Director of Athletics with a vision for success and passion to lead the operational, financial, and personnel activities of the athletic department within the context of institutional, the Rocky Mountain Athletic Conference (RMAC), and NCAA Division II policies and procedures.

The university sponsors 11 teams involving over 350 student-athletes. Highland’s athletic programs and athletes have a history of conference and national successes in the highly-competitive RMAC. Highlands embraces the Division II motto of “Life in the Balance,” striving to advance learning, enrich campus life and school pride, develop leadership skills, and foster the health, safety and personal growth of the student-athlete. Athletics contributes to Highland’s core values; the advancement of knowledge, student success, a diversity of ideas, accessible education, community, individual well-being, sustainable practices, and multiculturalism.

Highlands University is located in historic Las Vegas, NM. Las Vegas is in the northeastern part of the state, where the Great Plains meet the southern Rocky Mountains. It lies just two hours north of Albuquerque and one hour from Santa Fe, the state capital. Santa Fe is home to many world class restaurants, excellent shopping, and noted cultural venues including the Santa Fe Opera. Las Vegas is an easy drive to Taos, Angel Fire, and other ski resorts. Founded in 1835, Las Vegas was for many years a stop on the Santa Fe Trail, and became a tourist destination after the arrival of the railroad in 1879. Many of the town’s architectural landmarks date from the late 1800s. Two historic hotels in Las Vegas, the Plaza and the Castaneda, are under renovation. Las Vegas offers hiking, art activities, biking, historical and cultural exploration, and fishing at nearby rivers and lakes. It is a frequent movie and TV location. Films include Red Dawn, Blind Horizon, All the Pretty Horses, Wild Hogs, No Country for Old Men, and Due Date. The Longmire television series is also filmed in Las Vegas. Las Vegas offers easy access to a wide variety of outdoor activities and venues including snow skiing, national forests, monuments, and wildlife refuges.

As a regional comprehensive university Highlands has approximately 1800 undergraduate students on the main campus in Las Vegas. Several satellite campuses serve additional undergraduate and graduate students. The student population is diverse with more than 70% of students identifying as Hispanic, Native American, or African American. Highlands’ students come from 42 states, 19 tribes, and 35 foreign countries. For more information about the university, visit our website at www.nmhu.edu.

JOB DUTIES AND RESPONSIBILITIES

• Provide administrative leadership, budgetary planning/oversight, and supervision for athletic department personnel and student-athletes.
• Establish and oversee policies that promote safety, NCAA Division II compliance, sportsmanship,
and both academic and athletic success in all sports.

- Develop new and provide leadership for activities tied to building external support for the Athletics Department in collaboration with the Vice-President of Advancement.
- Represent athletics within the university community by serving on the President’s Executive Leadership Team and Cabinet, as an ex-officio member of the Faculty Athletic Committee, and working with other campus groups to ensure the success and integration of the Athletic Department in university life.
- Seek out and participate in professional development opportunities to improve administrative leadership skills to enhance and oversee a successful athletic program.
- Perform other related duties as assigned.

**MINIMUM REQUIREMENTS**

**Education and Experience:** Master’s degree in any field with four (4) years post-secondary athletics experience OR a bachelor’s degree with six (6) years of post-secondary athletics experience.

**Preferred:**

- Experience improving institutional and athletic outcomes
- Experience engaging the faculty, staff, local community and region in the athletic mission of the institution
- Demonstrated success in fund-raising and cultivating alternative revenue streams to support athletics
- Experience and commitment to the NCAA Division II philosophy of “Life in the Balance”
- Experience managing personnel and budgets
- Effective communication skills
- Demonstrated commitment to one’s own professional development

**SPECIAL REQUIREMENTS**

- Successful completion of NCAA yearly recruiting exam within first 2 months of employment is required and annual renewal thereafter is encouraged.
- Must possess and maintain a valid NM driver’s license. Selection of an out-of-sate candidate will require possession of a valid NM Driver’s License within sixty days of employment.
- Must be willing to work evening, weekends, and odd hours as required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Work with frequent interruptions
- Maintain emotional control under stress
- Ability to see and hear within normal parameters
- Frequent travel for meetings, fund-raising, and athletic contests

**APPLICATION PROCEDURE:** A complete application must include the following:

1) One to three page letter of interest highlighting key experiences and outlining a vision and plan for Highlands Athletics to develop closer ties with both the campus and the community.
2) Resume
3) Unofficial copies of graduate transcripts
4) Three professional references: please provide names, job title, and complete contact information including phone and email. At least one reference must be able to comment directly on the applicant’s success in engaging the campus and community in athletics. At least one reference must be able to comment on the applicant’s ability to cultivate new streams of revenue.
Required application materials should be sent to:

**New Mexico Highlands University**  
**Human Resources**  
**Director of Athletics Search**  
**Box 9000**  
**Las Vegas, NM 87701**

Application materials may be sent via email to: jobs@nmhu.edu

References will be contacted in conjunction with the on-campus interview and official transcripts will be requested upon acceptance of the on-campus interview. For more detailed information regarding the position, you may contact Carol Linder at clinder@nmhu.edu.

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

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