NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
RE-ADVERTISEMENT
PUBLIC VACANCY NOTICE

Posting Date: March 4, 2016
Application Deadline: Open Until Filled

Position: Director of Student Recruitment & Admissions
Salary Grade: 18

Department: Student Recruitment & Admissions
Salary Range: $62,800 - $66,263

Job Type: Regular/Full-Time
FLSA: Exempt

Reports To: Vice President for Strategic Enrollment Management

JOB SUMMARY: This position is responsible for promoting the University to all students seeking higher education and encouraging those students to attend New Mexico Highlands University; contributing to the strategic enrollment management direction of NMHU; creating and developing a consistently high performing Recruitment and Admissions Office; developing a strategic recruitment plan for all levels (freshmen and transfer) and populations (in-state, national and international), securing new recruitment opportunities, and following through with admission of students; and providing annual targets for recruitment and reports of office productivity. The Director is a member of the Enrollment Management Leadership Team and is expected to provide recommendations for new strategies and tactics to increase enrollment and improve processes, making them more efficient. This position will collaborate with the Marketing and Communication team, Academic Affairs, and other departments on campus.

DUTIES & RESPONSIBILITIES:
- Supervise staff and all responsibilities that fall within the office of student recruitment and admissions;
- Direct the hiring, training, supervision and performance evaluation for the recruitment and admissions team (8-12 individuals);
- Responsible for leading and guiding recruitment and admissions staff to determine and meet annual recruitment and admissions goals;
- Responsible for working with recruitment and admissions staff as well as the Office for Strategic Enrollment Management to develop a long-term recruitment plan for NMHU;
- Responsible for coordinating the effective planning and execution of all recruitment and admissions activities and initiatives across NMHU;
- Responsible for identifying and developing new recruitment opportunities, identifying costs for those activities, assessing risks and benefits of all new recruitment opportunities;
- Responsible for advising the VPSEM as and when required on all aspects of student recruitment;
- Provide recommendations on financial aid strategies to achieve enrollment goals and maximize net tuition revenue;
- Collect in a systematic way lead indicators to drive marketing communications and inform the development of new programs;
- Visits middle schools, high schools, and colleges, speaks to groups and individual students, and meets with school counselors and administrators to promote outreach activities within assigned territory and as required to assist other recruiters;
- Manages and coordinates community workshops, retreats, and recruitment efforts; arranges visits and tours for prospective students and parents.
• Coordinates university participation of staff and alumni for national and local college recruitment fairs; coordinates event-specific organizational aspects, promotional materials and information from the university and its colleges, educational programs and degrees;
• Ability to travel nationally and internationally for partnership development and recruitment events;
• Effectively manage allocated budgets to achieve goals;
• Serve as a key member of the Enrollment Management Leadership Team;
• Other duties as assigned.

MINIMUM JOB REQUIREMENTS:
• EDUCATION: Master’s degree in any field.
• EXPERIENCE: Four (4) years of experience directly related to the duties listed.
  o Preferred:
    • Knowledge of Ellucian Banner software;

SPECIAL REQUIREMENTS:
• Must be willing to work weekends, evenings, and odd hours as required;
• Must possess and maintain a valid NM Driver’s License.

KNOWLEDGE, SKILLS, and ABILITIES:
• Ability to gather data, compile information, and prepare reports;
• Ability to make administrative/procedural decisions and judgments;
• 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 of Microsoft Office programs 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 forty (20) pounds;
• Sitting for extended periods of time;
• 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.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of interest, 2) resume, 3) unofficial copies of transcripts, 4) names/address/phone numbers of 3 current professional references.

References will be contacted in conjunction with on-campus interviews and official transcripts should be requested upon acceptance of the on-campus interview.
Submit application materials to:
New Mexico Highlands University  
Human Resources Department  
Director of Student Recruitment & Admissions Search  
Box 9000  
Las Vegas, NM 87701  

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

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

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