



# WESTERN NEW MEXICO UNIVERSITY

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*Inviting Applications and Nominations for*

## Vice President of Student Affairs and Enrollment Management





**Western New Mexico University**, a comprehensive, open-access, public university, seeks qualified student-services professionals for the position of **Vice President of Student Affairs and Enrollment Management**. Reporting directly to the President, the Vice President of Student Affairs and Enrollment Management creates a community for students outside the classroom that encourages engagement, supports academic learning and success, and promotes personal growth. The Vice President also directs the recruitment and admissions of future students.



## ABOUT THE UNIVERSITY

Established in 1893, Western New Mexico University is a regional, coeducational university serving more than 3,500 students on campus and online. A diverse, inclusive, creative, and caring community of learners, WNMU is an Hispanic-serving institution, with more than 50 percent of the undergraduates being Hispanic. Additionally, one out of two students is first generational, and one out of two students is nontraditional. While primarily serving residents of western New Mexico, the University attracts students globally with 18 countries represented in its student body.

While the main 83-acre campus is in Silver City, the University has an extended campus an hour southeast in Deming, New Mexico. Classes can be taken face-to-face at the Deming Learning Center, or students can utilize the Center's computer lab to take online courses. WNMU Deming also collaborates with Deming Public Schools to enroll eligible high school students in dual-credit courses.

WNMU is New Mexico's only Applied Liberal Arts and Sciences university. The University offers

more than 70 fields of study across its College of Arts and Sciences (Expressive Arts, Humanities, Math and Computer Science, Natural Sciences, and Social Sciences and Cultural Studies), College of Professional Studies (Nursing and Kinesiology, Behavioral Sciences, Business, and Social Work), College of Education, Department of Applied Technology, and Extended University, which provides more than 200 graduate and undergraduate courses online each semester.

Currently, the University has 13 associate's, 43 bachelor's, and 13 master's degree programs and 43 certificate programs. New academic programs awaiting state approval include a bachelor's degree in communication and thought, an associate degree in health science education, minors in international commerce and trade as well as finance, and certificates in human resources, geographic information system science, outdoor behavioral health, export-ready, and international commerce and trade. More than 500 degrees are awarded each year.





Knowing that learning reaches beyond the classroom, WNMU offers a full array of student services and activities designed to assist students as they learn, play, lead, and thrive. Support Services include student health, education support, and even free software. Health Services provide medical, counseling, and accessibility services. In addition to supporting student organizations, Student Life also offers multicultural events and manages the Life Lounge where students can play games, socialize, and relax.

WNMU is a member of the National Collegiate Athletic Association (NCAA) Division II. The University's athletic teams, the Mustangs, compete in the Lone Star Conference in softball, volleyball, football, and men's and women's basketball, golf, cross country, and tennis. The University expects to add baseball and women's soccer in the future.

#### **Our Mission at WNMU**

An open-access institution and New Mexico's Applied Liberal Arts and Sciences University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

#### **Our Vision at WNMU**

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their futures as independent thinkers who know themselves within the changing context of a global, digital world. Embracing its identity as a Hispanic-serving institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.





# THE OPPORTUNITY

The Office of Student Affairs and Enrollment Management develops and delivers programs and services that foster a stimulating educational and developmental environment that supports students' academic success and encourages and promotes their personal and professional growth. Student Affairs and Enrollment Management also oversees the Office of Admissions, which is responsible for the recruitment of domestic and international students, as well as transfers and non-degree bound students.

The Vice President of Student Affairs and Enrollment Management is responsible for creating, leading, and coordinating programs, services, and experiences designed to support student access, recruitment, retention, and success of WNMU students. As a member of the President's Cabinet and University Planning Council, the Vice President focuses on the strategic direction of the University through planning, key initiatives, policies, facilities, student conduct, and accreditation.

The Vice President oversees a broad range of functions, including housing, residence life, and student life; intramurals and multicultural student activities; Student Health Services, encompassing physical health, counseling, and mental health services; admissions and recruitment of students; the Center for Student Success, including dual enrollment, career services, and tutoring and supplemental instruction; and financial aid, veterans affairs, and the Registrar. The Vice President also works with the WNMU Police Department regarding campus safety.

## Responsibilities

- Assesses existing programs and services, boosting students' competencies and prioritizing their academic outcomes.
- Establishes a performance management process that provides employees with clear goals, feedback, and professional development, and ensures their functions align with the University's mission, values, and objectives.
- Ensures the Division of Student Affairs provides inclusive programs, services, experiences, and organizational design that deliver equitable access and outcomes for all students.
- Nurtures diversity, resources, and opportunities to improve the University's community's social, mental, emotional, and physical well-being as well as to support its overall mission.
- Promotes the social, emotional, and overall health of the diverse student population by leading from an equity mindset and furthering a culture of inclusion and care.
- Analyzes operational procedures and standards of all Student Affairs and Enrollment Management departments, facilitating holistic development through campus collaboration.
- Assesses the overall performance of all services and programs that impact student learning and success.
- Evaluates the Student Affairs budget and recommends changes before presenting for approval.



- Measures progress against established yearly goals and objectives for all Student Affairs and Enrollment Management departments and presents status reports to the President and the Board of Regents.
- Attends various local, regional, state, and national conferences, conventions, and meetings to enhance knowledge.
- Establishes and manages innovative enrollment strategies to build and retain enrollment.
- Reviews and evaluates data to assess enrollment trends, key student success performance indicators, and equity gaps.
- Provides leadership for the implementation of the WNMU strategic planning goals in the Student Affairs area.
- Actively develops, implements, and maintains programs that enrich student life and build a sense of community.
- Collaborates regularly with all divisions and other WNMU stakeholders.
- Provides leadership to the Student Government.
- Serves as an advocate for student success initiatives, student learning in all dimensions of student life, and has a demonstrated commitment to strengthening student's sense of belonging and providing equitable experiences for all students.
- Provides a broad range of administrative and supervisory functions.

- Oversees and works closely with Campus Police ensuring appropriate follow up is conducted for student related matters, and responds promptly to campus emergencies, providing support to students and staff.
- Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc., and participates in the process of ongoing personal and professional development.
- Maintains comprehensive communication among all contacts, both internal and external.
- Models professional standards and ethics in accordance with WNMU philosophy.
- Performs other duties as assigned.

## Qualifications

### Required

- Master's degree in a related field
- At least 10 years of progressive experience in student affairs leadership
- Valid driver's license

### Preferred

- Doctorate degree in related field
- Bilingual (Spanish)





## Job Knowledge, Skills, and Abilities

- Knowledge of all applicable state, federal, and regulatory agency laws, standards, requirements, and regulations governing the operation of institutions of higher education
- Knowledge of the principles, practices, techniques, and methods of management, budgeting, and supervision of subordinate staff
- Knowledge of strategic planning practices, principles, and techniques
- Skill in reviewing, analyzing, and making assessments from various data sources
- Skill in interpreting complex statutes, procedures, rules, regulations, and guidelines
- Skill in establishing and maintaining effective working relationships with faculty, staff, local community leaders, state/federal agencies, Board of Regents members, and other interested parties
- Skill in providing responsive and informative assistance and/or advice to the President on a variety of matters affecting the operation of the University
- Skill in working in an environment subject to quickly changing priorities and established deadlines
- Skill in establishing and maintaining a position of leadership
- Ability to develop, plan, and implement short- and long-range goals
- Ability to handle multiple deadlines and maintain accuracy
- Sensitivity to cultural differences within the University and community
- Proficiency in Microsoft Office applications including Word, Excel, Power Point, and Outlook
- Ability to travel within the community, through the state, across the country, and/or internationally when needed
- Visual acuity to read information from computer screens, forms, and other printed materials and information
- Ability to speak and enunciate clearly in conversation and general communication
- Hearing ability for verbal communication, conversation, and responses via telephone, telephone systems, and face-to-face interactions
- Ability to work additional hours or days depending on circumstances

*WNMU reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.*





## Dr. Joseph Shepard, University President

Dr. Joseph Shepard has served as President of Western New Mexico University (WNMU) since July 5, 2011. During his presidential tenure, the University's enrollment has increased significantly and academic programs and athletic offerings have expanded, receiving strong approval of the WNMU Board of Regents.

Prior to arriving at WNMU, Dr. Shepard served over 15 years in senior level leadership positions at Florida Gulf Coast University. Throughout his years at FGCU, he held the positions of Chief Student Affairs Officer, Chief Business Officer, and Chief Financial Officer. Among his many responsibilities, Dr. Shepard was one of the founding leaders in helping to build the State of Florida's 10th university. When Dr. Shepard arrived at FGCU, there were no students, classes, athletics, on-campus housing, policies, and infrastructure. By Dr. Shepard's departure in 2011, FGCU had grown to over 460 faculty with a total workforce of nearly 2,000 that served nearly 13,000 students.

Dr. Shepard remains active in the classroom and with research. His teaching areas have been at both the graduate and undergraduate levels in quantitative methods, public finance, and business leadership. He has also taught internationally in Mexico. Finally, Dr. Shepard serves as the chairman of the Council of University Presidents, which is the association that advocates for all seven universities in New Mexico.

Dr. Shepard earned his Ph.D. in Public Administration specializing in public finance from Florida International University. He earned a Master of Business Administration degree in Finance and Banking where he specialized in international finance from the University of North Texas and a Bachelor of Science degree in Math Education from Northern Arizona University.



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## Review the WNMU Strategic Plan, 2018–2023

<https://admin.wnmu.edu/wp-content/uploads/sites/31/2019/04/Mission-Vision-Strategic-Plan-2018-edited-Final-002.pdf>

## Equal Educational and Equal Employment Opportunity Policy

Western New Mexico University (WNMU) is dedicated to providing equal opportunities in areas of employment and academics without regard to age, ancestry, disability, gender identity, genetic information, national origin, pregnancy, race/color, religion, serious medical condition, sex, sexual orientation, spousal affiliation or protected veteran status as outlined in federal and state anti-discrimination statutes. Furthermore, WNMU is committed to providing a place of work and learning free of discrimination and harassment on the basis of a person's age, ancestry, disability, equal pay/compensation, gender identity, genetic information, national origin, pregnancy, race/color, religion, retaliation, serious medical condition, sex, protected veteran status, sexual harassment, sexual orientation, spousal affiliation, equal pay/compensation, pregnancy, retaliation, sexual harassment. Equal educational opportunity includes recruitment and admission; access to courses and facilities; access to counseling, testing, and tutoring services; housing; financial assistance and student employment; health and insurance services; extracurricular programs and activities; and participation in athletics. Where a violation of policy is found to have occurred, WNMU will act to stop the conduct, to prevent its recurrence, to remedy its effects, and to discipline those responsible in accordance with the WNMU's policies and procedures and WNMU's Student Code of Conduct.

Questions and comments concerning WNMU's non-discrimination policies may be addressed to Debra Noble, Office of Diversity and Compliance/Title IX Coordinator, PO Box 680 Silver City, NM 88062, 575-538-6025.

Questions and comments concerning WNMU's disability services may be addressed to: Alyssa (Darlene) Chavez, Wellness & Accessibility Services Coordinator, 1000 West College Avenue, Silver City, NM 88062, 575-538-6277.



## Life in Silver City

WNMU is located in the mountain community of Silver City, which has a population 15,000. The city serves as the marketing and financial center for a vast four-county area extending west to Arizona and south to Mexico.

Located in the foothills of the Mogollon Mountains and the Black Range at an elevation of 6,000 feet, Silver City has a climate that is dry, mild, and invigorating. The Gila National Forest, the nation's first designated wilderness area, provides opportunities for backpacking, camping, hunting, and fishing. Within

the forest are hiking trails and Native American ruins, including the famous Gila Cliff Dwellings. Hot springs and ghost towns are nearby. The area is popular with rockhounds and is still panned for gold.

Silver City is far enough removed from large urban centers to permit tranquility and a sense of freedom, yet close enough to the metropolitan areas of Las Cruces, El Paso, Juarez, Albuquerque, Tucson, and Phoenix to enjoy their advantages. Silver City is served by commuter air to Albuquerque and other cities in the neighboring states, and by van service to the El Paso airport.

## Application & Nomination Process

*Confidential inquiries are welcomed, and nominations are invited.*

### Applications

Application packet must include the following:

- a) A letter of application articulating the candidate's interest in the position, qualifications, and relevant experience
- b) A current curriculum vitae or résumé
- c) Names and e-mail addresses for five professional references who can speak to the work of the candidate (References will not be contacted without consent from applicant.)

**Submit application materials (preferably as PDFs) to [WNMU-VPSAEM@myersmcrae.com](mailto:WNMU-VPSAEM@myersmcrae.com) by October 5, 2022, for best consideration.** Applications will be accepted until the position is filled. Additional information will be requested upon receipt of application.

### Nominations

Submit nominations to

**[WNMU-VPSAEM-nominate@myersmcrae.com](mailto:WNMU-VPSAEM-nominate@myersmcrae.com)**

with complete contact and e-mail information for the individual being nominated.

### Consultant

**Kenny Daugherty**, President of Myers McRae Executive Search and Consulting, is assisting Western New Mexico University with this search. Request a conversation regarding this search at [KennyDaugherty@myersmcrae.com](mailto:KennyDaugherty@myersmcrae.com).



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