

VICE PRESIDENT FOR STUDENT AFFAIRS
New Mexico Junior College
Hobbs, New Mexico

Position Details

New Mexico Junior College seeks a deeply committed and experienced leader to provide strategic vision, executive leadership and direction for the Student Affairs Division. As the community's college, serving a diverse and richly multi-cultural student body and as a Hispanic Serving Institution, our VPSA works directly with the Dean of Students, the Dean of Student Success, the Director of Financial Aid, the Director of The Thunderbird Health Center, and the Registrar to ensure that the needs of all students are met.

The Student Affairs Division includes the following services: Academic Coaching and Tutoring, Student Housing and Dining, Mental Health Counseling, Acute and Preventive Physical Care, Career Services, Campus Food Pantry, Student Support Services (TRIO), Financial Aid and Registrar Services. The VPSA supports all best practices of diversity, equity and inclusion.

The VPSA reports to the President, is a member of the Executive Cabinet and serves on the President's Council. The VPSA works collaboratively with the other VPs, partners often with the Provost and Vice President for Academic Affairs, and with the Directors of Athletics and Campus Safety.

The VPSA provides an array of services to students, with a focus in the following areas:

- Leads Student Affairs and serves as the Chief Student Affairs Officer of the College.
- Prepares with the Vice President for Institutional Research and Effectiveness and other colleagues for the visit by the college's regional accreditor, HLC, in February 2026.
- Chairs the Student Success Committee and serves on four additional Standing Committees.
- Leads the Strategic Enrollment Management Plan and Achieving the Dream Initiatives.
- Collaborates in expansion and implementation of diversity, equity, and inclusion practices.
- Provides leadership for the administration of the Student Handbook to include the Standards of Student Conduct and all Title IX Policies and Procedures.
- Oversees all Student Affairs budgets in alignment with the college's mission, vision and values.
- Presents reports to the Board of Trustees and the Student Success Committee.
- Supports student extra-curricular activities and intercollegiate athletic contests.
- Coordinates with the Registrar on the Commencement program.
- As Primary Designated School Official, oversight of the college's international student eligibility, programs, and services.

Qualifications

Master's Degree in student development, student personnel, higher education, educational leadership, or a related field. Doctorate preferred. A minimum of five years of progressively responsible post-secondary institutional experience, including at least five years supervising student affairs units. Demonstrated effectiveness working with diverse student populations and a dedicated commitment to diversity, equity and the academic development for all students and working knowledge of current and emerging technologies.

About New Mexico Junior College

New Mexico Junior College acts upon its mission of success through learning by building a culture which values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

NMJC is a Hispanic Serving Institution and holds membership in Hispanic Association of Colleges and Universities. NMJC's student body comprises a widely diverse population, including students from over 40 different countries. NMJC offers associate degrees, workforce certificates and dual credit programs.

Complementing the robust academic programs, NMJC offers twelve varsity sports for women and men and competes at the division 1 level in the NJCAA. The college is also an active member of the National Intercollegiate Rodeo Association (NIRA).

To Apply

This is a twelve-month exempt position. Standard benefits apply. The salary range for this position is \$145,000 to \$155,000.

Submit the NMJC application form via the NMJC website (www.nmjc.edu), a letter of application (cover letter), a resume, unofficial transcripts (official transcripts required prior to employment), and three references with current addresses and telephone numbers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Link to application:

<https://www.schooljobs.com/careers/nmjc/jobs/4759628/vice-president-for-student-affairs?page=2&pagetype=jobOpportunitiesJobs>

This is a confidential search process. To ensure full consideration, application materials should be received no later than the target date of February 11, 2025. The position will remain open until filled.

For additional information, nominations or confidential inquiries please contact:

- Vickie Vaipulu, ACCT Search Consultant, vaipulu.vickie@gmail.com, (951) 961-6513 (mobile)

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