



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Director of Admissions
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	10/11/21
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	Vice President for Public Relations and Communication, Transfer Services, and Strategic

Summary:

Mesalands Community College is seeking a full-time Director of Admissions. Provides administrative leadership for the recruitment, outreach, and conversion of prospective students at the College; collaborates with other College personnel including Marketing, Counselors, Advisors, Faculty, and Enrollment Services to operationalize initiatives; identifies enrollment trends and plans for outreach initiatives by examining analytics from customer relationship management (CRM) software; serves as thought leader for state funded scholarships and emerging new initiatives; and supervises Admission Coordinators and Student Recruiters. This position is expected to work in a multi-cultural, diverse working environment.

Duties:

1. Oversees and facilitates the delivery of direct services to prospective, current, and former students and provides direct support services to faculty and staff.
2. Coordinates and supervises campus Admissions and Records operations; administers policies and procedures for outreach, admission, enrollment and the creation, maintenance, and retention of all student educational records.
3. Manages and processes new student admission applications, reviews and determines state and taxing district residency status, determines, maintains and retains permanent educational records.
4. Assists with the coordination of registration activities; implements and manages strategies for the provision of registration and academic record services; identifies operational and strategic goals for admissions, enrollment and academic records management.
5. Monitors the College's enterprise resource system to assure accurate and comprehensive student records. Responsible for the integrity, security, and maintenance of student academic records.

6. Serves as primary Admissions and Records contact for instructional and student services faculty, staff and students; lead resource on campus for admissions policies and procedures, and governmental regulation compliance.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Bachelor's degree in Education from a regionally accredited College or university or Master's degree in Educational Leadership or a closely related field. Preference will be given to a candidate with Master's Degree in Educational Leadership.
- The successful candidate must have knowledge of student enrollment management strategies.
- The successful candidate must have knowledge of marketing and recruitment principles and college admission practices.
- The successful candidate must have a minimum combination of three years of teaching and/or educational leadership experience, preferably in a community college setting.
- The Successful candidate must have highly effective organization skills.
- The position requires that the applicant be experienced and proficient in multiple software applications including CRM (Customer Relationship Management), ERP (Enterprise Resource Planning), computer literacy, and databases.
- The successful candidate must possess professionalism and exemplary communication and presentation skills.
- The successful candidate must, not only understand, but fully embrace the comprehensive community college mission and must have experience with a diverse population of students including under-represented demographics.
- The successful candidate must demonstrate by experience a commitment to student success and access.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

Preferred Qualifications:

- Preference for candidates who have worked in an Hispanic-Serving Institution or a Rural-Serving Institution.
- Preference for candidates with leadership experience including committee leadership or special project assignments.
- Preference to candidates who have experience with or embrace a student success agenda through guided pathways.
- Preference to candidates who are fluently bilingual in English and Spanish.
- Preference to candidates with experience in any of the following areas: Competency based Learning, Workforce Development, International Education, Honors Programs, Student Transfer, Student Health Services, Grant Writing, or Residential Life.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure

manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment from low to high. Job performed indoors in a classroom and studio environment with adult students.

About Mesalands Community College:

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

Closing Date:

The position is open until filled with first review of applications on October 22, 2021

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Final applicants should be prepared to make a teaching presentation and complete a computer competency exam. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment