



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Executive Director of Hispanic Outreach and Student Support
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	10/11/21
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	President

Summary:

Mesalands Community College is seeking a full-time Executive Director of Hispanic Outreach and Student Support. The Executive Director of Hispanic Outreach and Student Support oversees all aspects of the college's Hispanic recruitment, retention, and mentorship programs. The Executive Director oversees the operation of the Hispanic and Multicultural Center and is the College primary point of contact for opportunities for Hispanic students, a key representative of the College to the Hispanic Association of Colleges and Universities (HACU), and coordinates Hispanic student success strategies and leads the College in its goal to improve Hispanic student success in relationship with metrics of Excelencia in Education.

The Executive Director serves as the College lead of student support services to increase student success and eliminates barriers for educational access with historically at-risk populations including first-generation, non-traditional, veterans, low-income, students with disabilities, and minorities. The Executive Director 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 outreach initiatives. The Executive Director serves on the President's Executive Staff, works closely with the College's vice presidents, and reports to the President. Mesalands offers competitive salaries, excellent benefits, and a wonderful 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. In conjunction with the Director of Admissions, coordinates and supervises the Hispanic and Multicultural Center operations; administers policies and procedures for outreach, admission, enrollment and the creation, maintenance, and retention of all student educational records.

3. Manages the Hispanic Outreach Programs; develops and manages the related budget, collaborates with strategic enrollment management to better serve our Hispanic community.
4. Supervise Student Support Assistant and work study students.
5. Advocate on behalf of Hispanic students and other historically at-risk students regarding college services and resources.
6. Serves on the Diversity, Inclusion, and Inclusion Commission.
7. In conjunction with the Director of Admissions, 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.
8. In conjunction with Student Services, coordinates enrichment opportunities.
9. Serves as the College lead to maximize, preserve, and celebrate our rich tradition as a Hispanic-serving Institution (HSI) through omnipresent an academic and cultural environment.
10. Assists employees and students who are not bilingually fluent in English and Spanish with communication.
11. Develops, supervises, and administers programming and support to historically at-risk populations including, but not limited to, first-generation, non-traditional, veterans, low-income, students with disabilities, and minorities to provide necessary assistance for student success and access.

Qualifications:

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

- Master's degree in Educational Leadership or a closely related field.
- The successful candidate must be bilingually fluent in English and Spanish.
- The successful candidate must have knowledge of marketing and recruitment principles and college admission practices.
- The successful candidate must have experience working with Hispanic communities and at-risk populations.
- The Successful candidate must have highly effective organization skills.
- The successful candidate must have a passion and energy for improving student success and access especially for Hispanic and at-risk populations.
- 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
- The successful candidate must have a thorough understanding of institutional effectiveness and is committed to closing the equity gap of Hispanic and other at-risk students.

Preferred Qualifications:

- Preference for candidates who have worked in an Hispanic-Serving Institution and have been active with Hispanic educational organizations.
- Preference for candidates who have worked with at-risk populations and developed programming to support their success.
- 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 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