

# Dir, Black Pgms

## Department Contact

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Department Contact Information

Applicants may contact this person if they have questions about this position

**Department Contact Name** Teresa Scholz, Ph.D.

**Department Contact Phone**

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## Posting Details

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**Requisition Number** 2200637S

**Classification Title** Dir,Minority/MC Affairs

**Position Job Title** Dir, Black Pgms

**College/Division** Chancellor Office

**Department** 520400-Black Programs

**Position Number** 198260

**Internal or External Search** External - Open to all applicants

**Appointment Full-time Equivalency** 1.00

**Reports To Position Title** VP Equity, Inclusion & Div

**Target Hourly/Salary Rate** Commensurate with qualifications

**Pay Level** 08

**Pay Base** Salary

**Recruitment Summary** New Mexico State University invites you to apply to be a part of a diverse, dynamic and welcoming learning and working environment in Las Cruces, NM. NMSU seeks employees who are creative and flexible in developing and evaluating new ideas and ways to evolve NMSU into the future. Located in the borderlands and adjacent to the mighty Rio Grande, NMSU is a proud Hispanic-serving institution in the minority-majority state of New Mexico. Southern New Mexico features an average of 294 days of sunshine annually, making NMSU ideal for job-seekers who enjoy hiking, mountain biking, canoeing and bird-watching. NMSU is committed to sustainability through improving and maintaining the quality of human life while preserving the integrity, stability, and beauty of ecological systems for the future. We are looking for student-centered employees with a passion for success. NMSU invites you to take the first step to your successful and rewarding career by applying today.

New Mexico State University, as a Hispanic-Serving (HSI) and Minority Serving (MSI) Institution, also enrolls a high percentage of first-generation students and Pell grant recipients. The NMSU system includes sister community college campuses. The main campus in Las Cruces is approximately 50 miles from the El Paso, Texas-Ciudad Juárez, Chihuahua, Mexico border. NMSU is situated in a prime area to recruit, retain and serve Latinx students from the borderlands' region; as well as Native students, as New Mexico is home to 23 Native American

tribes, pueblos and nations. Furthermore, a notable alumnus, Clara Belle Williams, was the first African American to graduate from the New Mexico College, now NMSU. NMSU also proudly supports and serves military and veteran students, students with disabilities and students who identify as LGBT+.

NMSU is New Mexico's land-grant and space-grant institution, a comprehensive research institution dedicated to teaching, research, public service and outreach. In addition, the NMSU system includes a satellite learning center in Albuquerque, Cooperative Extension Service offices located in each of New Mexico's 33 counties, and 12 agriculture research and science centers. New Mexico State University is the institution of choice for more than 15,000 students from 49 states and 89 foreign countries.

The City of Las Cruces is the second largest city in New Mexico and is located in Doña Ana County, approximately 45 miles north of El Paso, Texas, and 225 miles south of Albuquerque. Las Cruces is the economic and geographic center of the Mesilla Valley, the agricultural region on the floodplain of the Rio Grande which extends from Hatch to the west side of El Paso, Texas. The Organ Mountains, 10 miles to the east, are dominant in the city's landscape, along with the Doña Ana Mountains, Robledo Mountains, and Picacho Peak. Las Cruces lies within a short driving distance of the Mexican border at Santa Teresa, as well as many other locations in the broader borderland region.

Geography, climate, demographics, and ambiance of Las Cruces and NMSU combine to offer a truly excellent place to thrive. Family members will discover a warm, open community that offers an attractive array of activities and outdoor recreation, amenities, services and opportunities, whether they are looking for top-notch education, meaningful employment, or simply a safe and comfortable place to live.

### **Job Duties and Responsibilities**

The Director of Black Programs is one of five diversity program directors who reports to the Vice President for Equity, Inclusion and Diversity. The Office for Equity, Inclusion and Diversity centers community and inclusive excellence in co-creating collaborative and cohesive partnerships systemwide to accomplish a socially just climate and sense of belonging for all Aggies and for community partners. As such, the unit guides the campus in initiatives focused on equity, inclusion and diversity. Also centering servingness in new and meaningful ways, the diversity programs are being currently reimagined into community and cultural resource centers, that provide tools and educational materials that help create a climate of inclusion.

In addition to the stated duties, with an understanding of the HSI/MSI context in the borderlands' region, the Director of Black Programs collaborates with unit team members, campus, and community partners on providing a range of support, resources and educational and professional development programs for students, and in support of students, from the African Diaspora. The director also engages with Black Student Association on organizing campus and community events that raise awareness about and appreciation for Black history, including celebrations in honor of Martin Luther King Jr., Black History Month, Juneteenth, to name a few.

### **Classification Summary**

Responsible for planning, directing, implementing and formulating policies and procedures, and organizational goals in support of NMSU's strategic diversity plan. Gathers and analyzes research to identify best practices to build center resources and programming that address climate, and various aspects of diversity, from an intersectional approach. Gathers and analyzes quantitative and qualitative data to identify impacts and opportunities, including working with academic departments, centers and institutional analysis. Administers programs, projects, initiatives, celebrations and ceremonies that assist in student retention, success, and graduation, and educates the larger campus community about the lived experiences of the students directly supported. Manages budget. Responsible for hiring, training, and supervising staff and student workers and interns. Works collaboratively with unit team members, and consults with and guides academic departments, advisory groups, and community partners. Represents program and unit in campus-wide committees, off-campus community committees, and has a direct impact on the structural diversity and campus climate of the University.

### **Classification Standard Duties**

Provide research-informed strategic direction and organizational leadership for all aspects of the center and services: gather and analyze research; determine vision, goals, policies, processes, and procedures; Provide strategic leadership to the team in the design, development, implementation, assessment, coordination, and continuous improvement of programs and services for undergraduate, graduate students, alumni, staff and faculty, and community members; Responsible for recruiting, selecting, training and supervising staff, and student workers and interns; Serve on the Diversity Council; Responsible for overseeing the planning and development of diverse and intersectional programs for outreach and orientation, academic support, leadership development, and community building; Responsible for managing electronic newsletters and online presence, for promoting campus and community resources; Manage operating and programming budget of the center in compliance with all university, state and federal policies and regulations; Plan, develop, and implement strategies for generating resources and or revenue for the program within public and private sectors. Establish and recommend changes to policies, practices, and procedures that affect the center and its function; Advocate for equity, inclusion and diversity related opportunities on campus and in the

community; and provide resources to the campus and community on center opportunities; Provide campus wide leadership on topics related to center opportunities as appointed by the Director; May serve on numerous campus wide committees and task forces; Provide consultation assistance, current research data, and resources for students, faculty, and staff regarding program's university opportunities and needs; Participate in national, state, and system-wide professional organizations as appropriate, and develop relationships with off campus organizations; Collaborate with various institutional divisions, resource centers, undergraduate education, graduate division, the colleges, alumni engagement, and other campus units to establish partnerships; Engage and build relationships with faculty and academic departments and become involved with the professional training of staff and faculty, to enhance programming and services to students; Work in collaboration with unit team members, counseling and psychological services, health center, wrap-around services and other campus units in providing and/or organizing specialized training related to mental health, wellness, and wellbeing; Provide advising and crisis intervention, work with undergraduate and graduate students on issues related to personal, academic and career concerns. Make referrals to on and off campus resources when appropriate; Serve as a resource person to provide guidance and referrals to students regarding specific types of student grievances, including discrimination and harassment based on center identities, or other intersecting diversity related identities; Provide training and consultation for campus partners to assure competent, culturally sensitive care for students; Performs miscellaneous job related-duties as assigned.

**Knowledge**

Knowledge of relevant and current issues that impact the retention and academic success of undergraduate and graduate students in higher education who are marginalized/minoritized. Knowledge of policy formation, administrative planning, project management, budget management, program development and assessment, and creative problem solving; and ability to interpret and convey to employees on their team.

**Skills**

Strong leadership skills to motivate a team of professional staff and student staff. Excellent communication, interpersonal, public relations, team and consensus building, teaching, facilitation and public speaking skills.

**Abilities**

Ability to gather, analyze and interpret various forms of research and data. Ability to train and supervise a team of professional staff and student staff. Ability to analyze, identify, and implement strategies for services and programs for the particular needs of marginalized/minoritized students; Ability to guide their staff to develop programs, and ability to advocate for these students both in an academic environment and in the community. Ability to mentor and advise undergraduate and graduate students. Ability to work with a broad spectrum of students, student groups, faculty, administrative staff, and community persons. Ability to communicate effectively, both orally and in writing. Ability to prepare program evaluations, annual reports, and a variety of other publications. Demonstrated commitment to social justice concerns. Competency with intersecting identities and experiences, such as queer and trans identities, race, ethnicity, culture, class, religion, and ability, and implementation of programs to meet various intersectional needs.

**Required Education**

Bachelor's degree in a related field.

**Required Experience**

Five (5) years of professional experience related to the standard duties as outlined.

**Equivalency**

None

**Preferred Qualifications**

- Master's Degree or higher in related field
- Subject matter knowledge of educational theories and pedagogies and student development theory
- Grant and/or institutional foundation experience
- Previous experience working at a higher education institution

**Required Certification/License****Special Requirements**

Applicants to upload **Statement of Contributions to Equity, Inclusion & Diversity** to "Other document" field.

**Other Departmental Requirements**

**Standard Work Schedule** Standard (M-F, 8-5)

**If not a Standard Work Schedule, please describe**

**Physical Work Location State** NM-New Mexico

**Physical Work Location County, if in New Mexico** DA-Dona Ana

**Work Site**

**Contingent Upon Funding** Not Applicable

**Bargaining Unit Eligible Posting Announcement Statement** This is NOT a bargaining unit position with American Federation of State, County & Municipal Employees (AFSCME).

**Tenure Track** No

**Posting Date** 09/12/2022

**Closing Date** 10/12/2022

**Anticipated Job Begin Date (optional)**

**Anticipated Job End Date, if applicable (optional)**

**Open Until Filled** No

**Special Instructions to Applicants** The electronic application is the **official** document that will be used to qualify applicants. Paper/email documents will not be accepted. Required documents must be attached to this application.

**Quicklink for Posting** <https://jobs.nmsu.edu/postings/47635>

#### Working Conditions and Physical Effort

**Environment** Work is normally performed in a typical interior/office work environment.

**Physical Effort** No or very limited physical effort required.

**Lifting Requirements** Requires handling of average-weight objects up to 10 pounds or some standing or walking.

**Risk** No or very limited exposure to physical risk.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Where did you become aware of this position opening?

- NMSU Website
- Las Cruces Sun News/El Paso Times
- Albuquerque Journal
- Chronicle of Higher Ed
- New Mexico Department of Labor
- Other (If other please answer next question)

2. If you became aware of this posting from another source, please describe?  
(Open Ended Question)

3. \* Do you meet the minimum qualifications for this position (Volunteer experience does not count towards minimum qualifications)?

- Yes, I have a Bachelors degree plus 5 years or more of professional experience
- Yes, I have a Masters degree plus 3 years or more of professional experience
- Yes, I have a Doctorate degree plus 1 year or more of professional experience
- No, I do not meet the minimum qualifications for this position

## Applicant Documents

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### Required Documents

1. Resume/CV
2. Unofficial Transcripts (Undergraduate and Graduate Combined)
3. Other Document

### Optional Documents

1. Letter of Interest/Cover Letter