Northern New Mexico College President

JOB DESCRIPTION

The President of the College serves as its chief executive officer, deriving authority from the Northern New Mexico College (NNMC) Board of Regents (Board). The President’s responsibility is to provide leadership for the College, and vision and direction for the planning and operation of all aspects of the College’s programs and services, in conformity with Board policies and legal requirements. The President leads the development of community, regional, state, tribal and national partnerships to advance the College’s mission. The President shall also perform all the duties listed herein and any duties that may be assigned by the Board.

LEADERSHIP

Acts as executive officer for the Board and advises them on board policy development and implements local, state, and national legislative and institutional advancement strategies. Develops administrative rules and communicates such rules to the Board, employees, staff, and community as appropriate.

Serves as the President of the NNMC Branch College and is responsible for the administration and management of career and technical education programming for the community; serves as the Executive Director of the NNMC Foundation and the Executive Director of the NNMC Eagle Corporation.

Demonstrates commitment to diversity, equity, inclusion, accessibility, and belonging, in the classroom, workplace and the community.

Collaboratively develops and implements with all constituency groups the vision, mission and goals of the College’s Strategic Plan.

Ensures alignment and integration of the operating budget with the Strategic Plan and works with the New Mexico Legislature to garner appropriations for the College and supportive policies.

Makes recommendations to the Board regarding the adoption of instructional programs and other educational and community services.

Engages in active listening to learn and understand the College’s culture, history, and needs. In addition, leads by example to build trust and to authentically support the entire College community.
Embody and promotes a healthy institutional culture of mutual respect, transparency, safety, security, and integrity.

Practices data driven decision-making, considers promising practices, and promotes an evidence-based culture of accountability, which guides innovation and continuous quality improvement of instruction, student support services, and closes equity gaps in student achievement.

**MANAGEMENT**

Regularly communicates with the Board and provides them a weekly update.

Prepares Board meeting agendas in accordance with Board procedures, and ensures the maintenance of records, and compliance with the Open Meetings Act.

Engages in a continuous improvement process to enhance the quality and scope of services, offered through high performance standards and accountability in order to achieve student success across all cohort groups.

Manages the administrative organization of the College and provides the Board a 30-day prior notice for major changes.

Respects and promotes shared governance as a guiding principle of the institution and uses it to enhance achievement of common goals within the institution; establishes positive working relations with the Faculty Senate, Student Government, and Union Leadership. Serves as the Board’s representative with respect to all matters concerning employer-employee matters.

Develops, leads and sustains a high performing and diverse executive leadership team.

Develops and implements a leadership succession framework to ensure continuity of College operations.

Sets priorities and provides oversight for campus information technology, including (but not limited to) security, privacy, classroom technology, and infrastructure.

Evaluates administrative employees reporting directly to the President on no less than an annual basis and participates in the evaluation of the remaining employees as required.

Manages and controls College property, including the El Rito and Española campuses and its property near El Vado Lake, and enters into contracts on behalf of the College as authorized by the Board.
COMMUNITY PARTNERSHIPS

Acts as a visible NNMC representative by spotlighting the work of faculty, staff and students at state and national levels, and advocates to create funding opportunities for the College.

Recognizes the College’s unique location and relations with local Tribal nations and maintains strong and positive working relationships with their leadership.

Represents the College, in cooperation with the Board and staff, to the community, including local, county, state, and federal leaders, and develops appropriate, inclusive, and equitable partnerships which assist in the advancement of the College’s vision and mission.

Engages and effectively communicates with students, employees, community, and the media.

To the extent practicable, makes the President’s House on the El Rito campus their primary residence to oversee the development of the campus and the growth of the Branch Community College programming.

FISCAL

Ensures sound fiscal practices, prepares and submits annual budget recommendations to the Board; implements the college budget as approved and amended, and seeks to increase revenue.

Ensures the accuracy of all reports required by local, state, and federal agencies and the delivery of timely audits that result in unmodified opinions.

QUALIFICATIONS

Minimum Qualifications:

- A terminal degree (Ed.D., Ph.D., MFA, J.D., M.D., etc.)
- A minimum of 10 years of successful leadership in complex organizations, preferably in a higher education setting, including at least five years in a senior leadership role

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1 The Board of Regents understands that some candidates’ individual circumstances may make this requirement difficult if not impossible. Any such candidates’ circumstances will be evaluated on a case by case basis. If the Board of Regents determines that this requirement would cause an undue hardship on an applicant, it will consider alternative arrangements or appropriate accommodations. A determination that this requirement will cause an undue burden on an applicant or will require an accommodation WILL NOT negatively impact the applicant’s chance of employment.
Preferred Qualifications:

- Experience working with culturally and economically diverse communities and tribal nations.
- Multilingual in Spanish or Indigenous languages

Ideal Characteristics:

- Visionary, transformational, heart-centered leadership
- Champion for public higher education
- Experienced in financial management and resource development, including advocacy and working with external constituents
- Collaborative and possesses the ability to establish community partnerships
- Navigates the political landscape in diverse communities
- Flexible and courageous decision making in a dynamic environment
- Strong communicator with excellent interpersonal skills
- Ability to manage crises
- Practices principles of continuous improvement
- Embodies an entrepreneurial approach to problem solving
- Ability to mentor colleagues and students

APPLICATION PROCESS

The NNMC Board of Regents and Presidential Search Committee invites applications (letter of interest, leadership philosophy statement, complete CV, and three references) to be submitted to NNMC’s Human Resources department at humanresources@nnmc.edu prior to March 31, 2022:

For questions, please contact Kenneth Lucero at (505) 747-5034 or humanresources@nnmc.edu

NNMC is an Equal Opportunity Employer committed to achieving a diverse and inclusive workforce.