Position Announcement • September 2011

Position Title: President

Position Description: The President shall be responsible to the New Mexico Junior College (NMJC) Board. Duties and responsibilities of the President shall include, but are not limited to, the following: (1) lead and satisfactorily manage the day-to-day operations of New Mexico Junior College; (2) foster an environment that promotes and celebrates the New Mexico Junior College Mission and Vision; (3) provide leadership and oversight with regard to the fiscal health of New Mexico Junior College; (4) maintain an active role in the NMJC budget development; (5) serve as liaison to the NMJC Board in regard to fiscal decisions; (6) maintain communication with New Mexico State Agencies in regard to NMJC fiscal decisions and budget; (7) serve as the chief NMJC liaison to the New Mexico State Legislature; (8) work with the NMJC Administration, Staff and Board in the development and approval of institutional policies; (9) serve as the chief New Mexico Junior College liaison to relevant State and Federal agencies; (10) promote and maintain a prominent community involvement; (11) champion the development and maintenance of the NMJC Strategic and Master Plan; (12) maintain an open line of communication with the NMJC taxing district and constituents; (13) serve as Chief Spokesperson for the NMJC Board and New Mexico Junior College; (14) recommend all relevant personnel issues to the NMJC Board for final approval; (15) maintain open communication with NMJC staff and students; (16) serve as the Chief Liaison to the Lea County Public School Superintendents and Lea County Municipal Governments, and; (17) nothing contained herein shall limit the NMJC Board in assigning the President to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Doctorate preferred. Degrees must be from a regionally accredited institution. The NMJC Board values the following, and items 1-6 should be addressed within the submitted application materials: (1) administrative experience; (2) budgeting experience; (3) legislative experience; (4) community involvement; (5) Strategic / Master Planning successes and initiatives; and (6) successful leadership experience.

Salary / Benefits: Presidential salary and benefits are commensurate and competitive.

Application Deadline: Applications will be accepted between September 15, 2011 and December 1, 2011. To ensure consideration, all application materials must be received by 5:00 p.m. on Thursday, December 1, 2011. The New Mexico Junior College Board reserves the right to extend the search deadline.

To Apply: Submit NMJC application form, letter of application, résumé, unofficial transcripts (official transcripts required prior to employment), and six references with current addresses and phone numbers from each place of employment (from the last 15 years) listed in your résumé and application. References should include relevant persons from employing organizations, institutions, work settings, and community. Send application to:

Bill Morrill
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240

References should include relevant persons from employing organizations, institutions, work settings, and community.

New Mexico Junior College is an Equal Opportunity Affirmative Action Employer and does not discriminate against any applicant in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status. Qualified minority applicants are encouraged to apply.

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