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**Job Title:** HR Operations Manager

**System Control Number:** 0602381

**Location:** Main Campus

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

**Department:** Human Resources

**Salary:** \$40,615

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### About Central New Mexico Community College (CNM)

As the largest institution of higher education in New Mexico in terms of enrollment, Central New Mexico Community College (CNM) embraces its never-ending pursuit of innovation, excellence and student success. Through high quality instruction, affordable tuition, and more than 100 associate degree and certificate programs that lead directly to good jobs or transfer pathways to universities, CNM is often the top choice for college freshmen and people of all ages seeking to improve their lives through education. CNM, which offers both in-class and online courses, has 10 sites that serve the Albuquerque-metro and surrounding central New Mexico region. In September 2014, CNM opened its newest site, the STEMulus Center in Downtown Albuquerque's Innovation District, which provides accelerated educational opportunities that meet the needs of the region's economy; a "FUSE Makerspace" where people can use CNM technology and equipment to develop prototypes for business ventures; and an "IGNITE Accelerator" that provides wrap-around support for aspiring entrepreneurs.

In the 2012-13 academic year, CNM ranked 11<sup>th</sup> in the country among two-year schools for conferring associate degrees and No. 2 in the country for conferring associate degrees to Hispanics and American Indians. In April 2013, CNM won the prestigious American Association of Community Colleges' Student Success Award for its fast-rising graduation numbers and its innovative CNM Connect student-support model that has been emulated at other community colleges around the country. In August 2013, CNM President Katharine Winograd was named Western Region Chief Executive Officer of the Year by the Association of Community College Trustees. CNM, which had a 2013 fall term enrollment of 28,685 students, is accredited with the North Central Association of the Higher Learning Commission. Every day, the CNM community strives to advance its vision of "Changing Lives, Building Community." And at CNM, we value diversity and ensure a welcoming, safe environment that encourages diverse perspectives and ideas. CNM employs more than 2,300 faculty, staff, and student employees on a regular basis.

### Departmental Overview

Human Resources (HR) is committed to supporting the strategic direction of the College, doing our part in changing lives and building community. We facilitate Student Success by consistently delivering responsive and professional service. We demonstrate our dedication to Organizational Excellence and Innovation through our spirit of continuous improvement and collaboration with all CNM departments. We contribute to Community Success as a leader in workforce and economic development. We exemplify our core values of caring, civility, excellence, hope, integrity and leadership in all that we do.

### Professional Responsibilities

The Human Resources Operations Manager operates all administrative and/or operations matters for Human Resources. Handles a wide range of issues on behalf of the Executive Director or HR to include schedules, agendas, budget, finance, travel coordination, special projects, events, and other activities. Acts as the primary point of contact for both internal and external constituencies on matters pertaining to the office operations and functions. Researches, plans, prioritizes, implements, and follows-up on multiple issues including those of a sensitive and/or confidential nature to include HR special projects, HR initiatives, and communications including but not limited to the HR website. Special projects may have institutional impact. **This position must pass a Criminal Background Check.**





### Required Qualifications

- Bachelor's Degree in Human Resources, Business Administration, or related discipline and three (3) years of related experience
- One (1) year of supervisory experience
- Current NM Driver's License

### Preferred Qualifications

- Strong technological skills
- Proficient in Microsoft Office Products
- Experience working in a human resources department working with highly confidential and sensitive information
- Strong research skills with the ability to resolve complex problems and issues
- Experience in procurement, finance, budgeting, or related fiscal management experience
- Experience in project management, including identifying key stakeholders, project timeline management, successful implementation, and appropriate follow-up

### Salary and Benefits

- \$40,615

CNM offers generous [benefits packages](#) and competitive total compensation packages, including **comprehensive health, dental and vision insurance, as well as life insurance and long-term disability**. **Health, dental, and vision insurance** coverage is available for employees, their spouses, dependents and domestic partners. A pension plan or other retirement plans are available. [Educational benefits](#) are available to employees and their dependents.

### How to Apply

Applications for all faculty and staff positions are accepted through the college's online application system [CNMJobs](#).

### Equal Employment Opportunity

CNM IS AN EQUAL OPPORTUNITY EMPLOYER- We strongly encourage applications from candidates who bring diverse cultural, ethnic and national perspectives to their work and teaching.

### [Join Us at CNM!](#)

