

**EDUCATION** New Mexico State University, Master of Agriculture  
Major: Agricultural Economics

New Mexico State University, Bachelor of Science in Agriculture  
Major: Agricultural Economics and Agricultural Business

**EMPLOYMENT** Student Life Office (Formerly Dean of Students Office, New Mexico State University)

*Senior Associate Dean, October 2020-Present*

Supervise four offices (11 Professional Staff) including Student Conduct, Student Intervention and Basic Needs, Student Accommodations and Accounting and Business Services for the Student Life Office at New Mexico State University. Assigned as designee for the Dean of Students position in their absence. Served as lead in the re-organization and renovation of the Dean of Students, Student Accommodations Student Involvement and Student Government Suites to create student centric spaces that are functional and welcoming. Worked with directors of Student Intervention and Basic Needs and Student Accommodations Office to develop processes and procedures that meet or exceed industry best standards AHEAD, NASPA and NABITA). Perform judicial duties as requested by Associate Dean including educational conferences, and hearings. Serve as Co-chair for University Mental Health taskforce as well as serving on both university behavioral intervention teams and several implantation teams including Timelycare, AIM, and Med+Proctor. Works with Aggie Health and Wellness Center at NMSU to create budgets, oversee fiscal documents for Student Fee Review Board and work with facility manager to develop a plan for facility upgrades and space utilization.

**Dean of Students Office, New Mexico State University**

*Associate Dean, August 2018-October 2020*

Assigned as designee for the Dean of Students position in their absence. Serves as supervisor for Student Assistance Services Office including the university intervention team (C.A.R.E) and the Aggie Student Emergency Fund. Developed statistical tools to be able to develop proactive strategies to deal with peak case volumes and high-risk populations. Works with students in role as university student liaison to help students with issues including medical withdrawals, classroom accommodations, grade appeals, financial concerns, NMSU policy and procedure questions and resources. Co-developed student engagement and leadership program on campus called Aggie Stampede including startup marketing plan, outcomes and overall program model. Supervise three student employees who serve as mentors to Aggie Stampede Members. Perform judicial duties as requested by Assistant Dean including educational conferences, hearings and Title IX adjudication. Collaborate with division web developer to keep the DOS web page up to date.

**Dean of Students Office, New Mexico State University**

*Acting Dean, February 2019-July 2019*

Position focused on the student service and technical aspects of the Dean of Students office. Oversee the daily operations of the Student Life Division and the Office of the Dean of Students including approving leave for five direct reports, serve interim measures and provide problem resolution for students and staff. Serve on university committees including University Administration Council, Title IX Committee, Online Compliance Taskforce and the Safety and Sexual Violence Taskforce. Perform role as 24-hour emergency on-call contact for Dean of Students Office. Serve as chair for intervention teams (C.A.R.E. and B.I.T.). Take up dean's role in event planning for Spring 2019 semester including Leadership Banquet, Senior Week and Aggie Memorial.

**Dean of Students Office, New Mexico State University**

*Assistant Dean, July 2016-August 2018*

Serve as case manager for university intervention team (C.A.R.E). Developed tracking and follow-up

communication plan to help students get needed resources and provide mentorship to allow them to proceed with their education. Developed statistical tools to be able to implement proactive strategies to deal with peak case volumes and high-risk populations. Work with students with concerns including medical withdrawals, grade appeals, financial, NMSU policy and procedures and resources. Perform judicial duties as requested by Assistant Dean including educational conferences, hearings and Title IX adjudication. Served twice as Interim Media Advisor for the college newspaper and radio. Mentored newspaper staff through transition to an online format and office reorganization. Helped radio station upgrade mandatory equipment and inspection processes. Supervised the Editor in Chief of college newspaper and General Manager of college radio station for two interim terms.

**Financial Aid Office, New Mexico State University**

*Associate Director, September 2012-July 2016*

Position focused on the student service and technical aspects of the Financial Aid office. Worked directly with students who had special need or requests to provide resources and solutions. Developed strategies to reduce student lines including staffing strategies, improving processing strategies and improve communication and marketing efforts. Collaborated with SIM team to provide office banner support including new aid year setup, system upgrades and project development. Developed student budget module in banner to create cost of attendance calculations for all students receiving aid. Served as Appeal Officer for state scholarships including Lottery, 1888, etc. Coordinated with our records retention office to create electronic upload website to allow students to submit required documents more efficiently. Had direct supervision of the departments Advisor (6) and Processor (5) teams and the marketing coordinator (1) and indirect supervision of front desk staff (3) and student employees (6).

**Department of Agricultural Economics and Agricultural Business, New Mexico State University**

*College Assistant Professor, January 2009-May 2015*

Taught introductory business computer course (Ag E 250) for the Agricultural Economics and Agricultural Business Department. Class topics included: spreadsheet design, financial formulas, regression analysis, graphing, database design, queries, reporting, macros, and proper presentation techniques. Supervised Teaching Assistants (7) during tenure with duties including grading and other classroom activities.

**College of Agricultural, Consumer and Environmental Sciences, New Mexico State University**

*Assistant Director / Lead Advisor, January 2007-September 2012*

Served as dean designee for the Associate Dean of Academics. Performed duties including lead academic advisor, scholarship coordinator, budget officer, classroom technology representative and assistant facility manager for the academic program's office. Worked with students to provide guidance on majors, university resources, graduation, scholarships, etc. Oversaw the awarding and processing of over two hundred plus endowment and current use funds for the college and eight academic departments. Created the first online scholarship application at the university which eventually became a basis of the prototype for Scholar Dollar\$. Planned and developed the Course Action Form online system for the college and collaborated with Student Record's office to implement the system university wide. Served as lead in the organization and implementation of the college's graduation ceremony including marketing, student surveys, script, and certificates. Planned various college events including Awards Banquet, recruitment BBQ's, Principal/Counselors Conference and student social activities. Worked with Administrative Assistant to schedule classes and coordinate technology for classrooms located in five academic buildings. Supervised full time web designer and multiple work study employees. Served as advisor to ACES Student Council officer team.

**College of Agricultural, Consumer and Environmental Sciences, New Mexico State University**

*Program Coordinator of Technology, July 2006-January 2007*

Designed college recruitment database to track contacts with potential students and automate college communication plan. Developed analytical tools to be used by college recruitment team to develop recruitment strategies. Attended recruitment events as part of college recruitment team. Created college scholarship database to match students to 200+ college and department scholarships and create necessary processing paperwork. Served on University Banner Implementation Team and was lead

trainer for ACES College. Took lead on college curriculum committee including organizing meetings, collecting forms for review and creating packet for the university committee.

**ACTIVITIES** Alpha Gamma Rho  
Youth Sport Coach  
4-H Youth Volunteer  
Dona Ana County Fair Board

**HONORS** NM State 4-H President, 1998 NM State 4-H Ambassador 1997  
National 4-H Conference Planning Committee, 1997  
American FFA Farmer Recipient, 1999  
Honorary State FFA Degree Recipient, 2006  
A Mountain Staff Award Finalist, 2019  
Dona Ana County Fair Board President, 2022  
NASPA Law and Policy Certification, 2023

**Memberships** NASPA  
AHEAD  
NABITA

**SKILLS** Business Operations: Strategic Planning, Administration,  
Networking, Supervision/Mentorship, Assessment, Finance  
and Marketing, Contract Management, QPR Gatekeeper

**COMPUTER** Banner, Maxient, AIM, Navigate, Cognos, Analytics, E-print, BDMS and UC4

**APPLICATION** Microsoft Access, Excel, PowerPoint, Word, Publisher, Adobe Suite, WordPress, Cascade & Facebook.

**REFERENCES**

[REDACTED]

[REDACTED]

[REDACTED]