



**SOUTHWESTERN COLLEGE
& NEW EARTH INSTITUTE**

CONSCIOUSNESS-CENTERED GRADUATE SCHOOL, SANTA FE, NEW MEXICO



VPRL Program Coordinator JOB DESCRIPTION

REPORTS TO: VPRL Program Director

CLASSIFICATION: Exempt

POSITION TYPE: Full-time, 30 hours per week, typically Monday-Friday, between the hours of 8 am – 5 pm Mountain Time. Some weekend and evening hours during on-ground residencies.

REMOTE OR HYBRID ELIGIBLE: Primary expectation to work on campus with off-campus work permissible by Director. During fall residency off-campus work is expected.

BENEFITS ELIGIBILITY:

Employees who work 30-40 hours per week are eligible for all full-time benefits including paid time off, sick leave, health, dental and vision insurance, education benefits, retirement benefits, and professional development opportunities.

SUPERVISORY RESPONSIBILITIES: co-supervises Graduate Assistant

POSITION SUMMARY:

The VPRL Program Administrator (PA) provides administrative support to the VPRL Director in all aspects of the doctoral program in Visionary Practice & Regenerative Leadership upholding academic excellence, supporting transformational learning, and in short and long-term planning and strategic initiatives. The PA in coordination with the Program Director facilitates and documents VPRL assessment processes to ensure continuous quality improvement of courses, requirements, academic policies and procedures. The PA collaborates with Student Services, IT, Library, Financial Aid, and other campus offices that provide direct services to students to help bridge academics and student affairs and create an integrated student experience that supports student retention and success. The PA embodies the vision, mission, and values of Southwestern College, and the VPRL dispositions as guiding principles.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works closely in partnership with VPRL Director and VPRL Faculty Mentors, classroom teachers, Midwives and Wisdom Councils.
- Oversees the graduation clearance process.



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- Assists Director in planning, preparation, and implementation of the three residency courses.
- Schedules, attends, keeps agendas and minutes for VPRL Faculty meetings, Faculty Mentor meetings, and Faculty Midwife meetings.
- Schedules, attends, keeps agendas and minutes for all-student cohort meetings.
- Collaborates with Student Services to plan, organize, and implement an annual New Student Orientation process.
- Works closely with Student Services and other on-campus offices to bridge academic affairs and student affairs to maintain integrated student experiences that support student retention.
- Provides oversight for the WellSpring ePortfolio, including maintaining the tech platform, training students and faculty.
- With Director, supports assessment, evaluation, and continuous improvement of VPRL courses, requirements, processes, and policies, gathering data and preparing reports for annual Academic Assessment Retreat and accrediting bodies.
- With Director, engages in student recruitment and retention, includes implementing retention strategies.
- With Director, schedules and documents graduate exit interviews.
- Provides regular updates and distribution of VPRL Handbooks (Faculty Handbook; Student Handbook; Wisdom Council Handbook; Faculty Mentor Handbook).
- Provides VPRL Catalog updates to the Academic Support Services Coordinator.
- Oversees VPRL Website updates and VPRL Populi site updates.
- Creates & distributes quarterly class schedules and booklists with Faculty and Director.
- Works closely with the Director to ensure high functioning and efficient academic operations that support student success.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & DISPOSITIONS:

- A minimum of three years of successful higher education administrative experience working closely in partnership with executive level/program directors.
- Familiarity with graduate higher education.
- Has completed a Master's degree in any field (MA, MS, MFA, MSW, MBA, etc).
- Demonstrated ability to effectively partner with faculty, students, and other higher education team leaders.
- Experience with online and on-ground educational program delivery, including online learning management systems.



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- Proficiency with technology, especially educational technology, including Word, PowerPoint, Excel, ability to train others and implement technological solutions.
- Understands, embraces, and enacts the College's mission of Transforming Consciousness through Education
- Embodies, enacts, and models the core values of the College: Partnership, Empowerment, Mindfulness, Service, and Love.
- Embodies and expresses the doctoral dispositions, including: willingness to repair, ability to be comfortable with discomfort, ability to give and receive feedback, humility, courage, creativity, presence, motivation, and focus.
- Demonstrates an exceptional commitment to diversity, equity, inclusion, and culturally responsive practices
- Strong interpersonal skills (e.g. non-violent/compassionate communication) and excellent written and verbal communication.
- Project management and ability to work independently on multiple and complex tasks and projects.
- Capacity to design and improve systems and processes to best meet student needs.
- Data analysis and reporting.

MINIMUM QUALIFICATIONS:

- Has completed a Baccalaureate degree in any field (BA, BS, BFA, etc.)

PREFERRED QUALIFICATIONS:

- Preference will be given to applicants living in or around Santa Fe and/or willing and able to relocate.

WORK CONDITIONS:

- Primary working conditions are at a desk in an office environment on a college campus.
- Computer-related work is primary activity: email communications; creating, maintaining, updating, and distributing handbooks/catalogs/schedules; scheduling and attending zoom meetings; etc.
- Attending campus staff meetings and other in-person, on-ground meetings on campus.

OTHER REQUIREMENTS:

- Doctoral student/faculty residencies occur both on campus and off-site. There are three residencies per year. Required activities will include: helping to arrange faculty transportation and accommodations; assisting students with transportation and accommodations; shopping for snacks and materials; setting up chairs and



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tables in classrooms for residency activities; coordinating with other campus offices regarding residencies; etc.

- There is one annual off-site residency in early fall that requires overnight, multiple day engagement with students.

I have reviewed this job description and fully understand the requirements of this position. I am aware that the above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job and that I may be responsible for performing other duties as assigned. I am able to perform the essential duties described here.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____