

JOSÉ A. VILLAR

EXECUTIVE PROFILE

A student-centered, innovative, and highly dedicated Student Affairs professional, committed to providing students with tools to exceed their educational aspirations, while identifying and eliminating obstacles that may hinder their progress. In my roles I have been able to blend my own experience as a low-income, first-generation student, with 16 years of higher education experience to develop and lead a variety of academic, transition, and retention programs, designed to close educational gaps for underrepresented students.

In depth knowledge and experience in various components including:

- Strategic Financial Planning & Oversight
- Recognizing obstacles & creating solutions
- Grant Development & Management
- Identify & generate outside funding.
- Innovation & Implementation
- Advanced Computer & Technology skills

EDUCATION

UNIVERSITY OF NEW MEXICO | Anderson School of Management

Bachelors of Business Administration (BBA)

December 2009

- BBA with a concentration in Organizational Management (Leadership Track)

UNIVERSITY OF NEW MEXICO | Anderson Graduate School of Management

Masters of Business Administration (MBA)

December 2012

- MBA with a concentration in Human Resource Management

In depth knowledge and experience in various components including:

- Financial Accounting
- Compensation & Benefits
- Strategic Management
- Organizational Behavior & Diversity
- Organizational Design
- Marketing Management

PROFESSIONAL WORK EXPERIENCE

UNIVERSITY OF NEW MEXICO | Doctoral University – Very High Research Activity (R1)

Division for Student Affairs | College Enrichment & Outreach Programs (CEOP)

Director, Student Services / Large Unit

January 2021 – Present

Responsible for the oversight of operations for a large, integrated, department consisting of eight (8) interconnected programs that support the P-20 educational pipeline. Provide strategic planning and direct daily administrative components of each program through the supervision of six (6) Program Manager / Directors, thirty (30) full-time professional staff members, and eighty (80) student employees.

Primary Roles and Responsibilities:

- **Direct Fiscal Administration** of multiple budgets totaling more than \$3 million dollars annually from various funding sources: Institutional Appropriation, Federal Grants, State Appropriations, Student Fee Allocations, Self-Generated Funds, Donor Designations, and Sub-Contracts.

- **Serve as the Principal Investigator (PI)** for four (4) Federally Funded, U.S. Department of Education, TRIO Grants. (Ronald E. McNair Postbaccalaureate Achievement Program, Student Support Services, Upward Bound, Educational Opportunity Center)
- **Recruit, hire, train, supervise and evaluate** Program Manager / Director-level staff, while providing support in exceeding programmatic and personal goals.
- Develop strategies for **generating resources** and/or funding; seek out & prepare grant proposals, prepare budgets, Pre/Post Award management, ensure compliance, etc.
- **Collaborate across Divisions** to support and create initiatives designed to enhance the student experience, while strategically aligning with university goals and being fiscally responsive.

Highlights & Accomplishments

- Played a key role in the creation and establishment of UNM's newest cultural center, the Asian-American Pacific Islander Resource Center (AAPIRC).
- Create & Coordinate, University-Wide Initiatives; Developed a university-wide Faculty Early Alert notification system, participated in the establishment of new course placement tools.

UNIVERSITY OF NEW MEXICO | Doctoral University – Very High Research Activity (R1)
Division for Student Affairs | College Enrichment & Outreach Programs (CEOP)

Director, New Student Orientation

March 2019 – Present

Responsible for the oversight of operations for a multi-faceted, New Student Orientation Program, at The University of New Mexico – a large, public, Carnegie R1: very high research activity, university. Provide strategic planning and direct daily administrative components of First-Year, Transfer, Family Connection, and Online Orientation programs through the supervision of six (6) full-time professional staff members, and thirty-five (35) new student orientation leaders.

Annually, NSO hosts fifteen (15) first-year, eleven (11) family connection, and six (6) transfer *in-person orientations designed to welcome and provide resources to 7,000+ incoming students and their families.

Primary Roles and Responsibilities:

- **Direct Fiscal Administration** of more than \$800 thousand dollars annually from self-generated, new student orientation fee. Including budget forecasting, purchasing, reconciliation, etc.
- **Develop and Implement** programming aimed at easing transition to college and increasing knowledge of academic success resources, Title IX, Diversity, and Financial & Alcohol Literacy.
- **Coordination of +200 stakeholders**; Academic Advisors, Orientation Leaders, presenters, food & lodging, parking, security, communication & marketing, Enrollment Management, etc.
- **Recruit, hire, train, supervise and evaluate** Program Coordinator-level and student staff and, while providing support in exceeding programmatic and personal goals.

Highlights & Accomplishments

- In response to Covid-19, launched NSO... *To-Go!* a virtual orientation experience that includes self-paced learning modules, synchronous web-conferencing, peer-to-peer breakout rooms, and virtual tabling fair 70 campus departments and programs.
- Played a key role in creating strategies aimed at minimizing the impacts of summer melt and increase overall student enrollment. Incoming First-Year enrollment has increased year over year since 2019 and has increased 35%... 2019: 2,594... 2020: 2,790... 2021: 3,076... 2022: 3,509

* In response to COVID-19 and the University's efforts to minimize exposure, the NSO team was tasked with developing a virtual orientation for incoming students and their families in less than one month.

UNIVERSITY OF NEW MEXICO | Doctoral University – Very High Research Activity (R1)
Division for Student Affairs | College Enrichment & Outreach Programs (CEOP)

Sr. Program Manager (Assistant Director)

April 2016 – December 2020

Assist in the management and oversight of a large, integrated, department consisting of 6 interconnected programs that support the P-20 educational pipeline. Provide program planning and direct daily administrative components of each program through the supervision of individual Program Specialists.

Each program is uniquely funded (Federal, State, Institutional, External, Self-Generating), have various funding cycles, target specific populations, meet unique goals/objectives, and are held accountable to a variation of internal/external stakeholders.

Primary Roles and Responsibilities:

- **Administer** program operations, purchasing, department meetings/training, budgets, etc.
- **Design** and **implement** systems to collect, maintain, and **analyze** cost/productivity data.
- Develop strategies for **generating resources** and/or funding; prepare grant proposals.
- **Represent** the department, division, and university externally to governmental agencies, funding agencies, national organizations, and the public.
- **Oversee Department HR Functions** personnel which typically includes recommendations for hiring, performance evaluation, training, work allocation, and problem resolution.

Highlights & Accomplishments

- Served on the Academic Advising Task Force that was established and charged with reviewing and improving existing approaches to undergraduate advising, including: Clarifying the role of the centralized advising office and recommend revisions to UNMs advisement structure and job titles.
- Played a key role in the adjustment of course placement cutoff scores for pre-general education Math, through a placement testing initiative that provided 67% of students the opportunity to place up into a higher course – expediting their path to graduation.

UNIVERSITY OF NEW MEXICO | Doctoral University – Very High Research Activity (R1)
Division for Student Affairs | College Enrichment Program (CEP)

Student Programs Specialist

May 2014 – April 2016

Developed, implemented, and oversees a range of integrated and innovative special programs and initiatives designed to assist in the recruitment and retention of undergraduate and graduate students. Participate in the generation of funding and resources and in the internal and external promotion and representation of program activities for students at the University of New Mexico.

Special, complex university partnership projects that were introduced and/or created with no previous established framework included:

- First – Year Research Experience... *(In collaboration with)*
 - Establish Pathway Programs to UNM...
 - Establish Academic Foundations...
 - Restructuring of New Student Orientation...
- Student Fee Review Board
Enrollment Management
University College
UNM Departments**

Each project required:

- **Oversee** and **administer** all facets of the day-to-day operations of the various transition programs and activities related to the position.

- **Collection, compilation, and analysis** of program activity data; develops, writes, edits, and presents comprehensive statistical and narrative program reports and evaluations.
- **Supervise** personnel which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.

UNIVERSITY OF NEW MEXICO | Doctoral University – Very High Research Activity (R1)
Division for Student Affairs | College Enrichment Program (CEP)

Sr. Student Program Advisor

Feb 2010 – May 2014

Planned, developed, and managed community outreach, orientation, and retention programs for targeted student populations. Coordinated and implemented campus recruitment to these programs and other campus events and support services. Provided integrated academic and financial aid/scholarship advisement and counseling services to students at the University of New Mexico.

Special complex university partnership projects that were introduced and/or created with no previous established framework included:

- | | |
|--|------------------------------------|
| • Chase Scholars Program... <i>(In collaboration with)</i> | Mack Energy Corporation |
| • Student Affairs Summer Bridge... | CNM and State of New Mexico |
| • Daniels Opportunity Scholarship... | The Daniels Fund |

Each project required:

- **Establishing** and **enhancing** strong relationships with key internal/external, government/non-government, and community stakeholders regarding future funding, partnerships, and sponsorship
- **Recruit, hire, train, and supervise** employees/volunteers required to meet program objectives.
- Create and **manage records**, time sheets, information memos, expenditures, and budget.
- **Develop and Present** educational and training programs, design, educate and share results with interested audiences at **information fairs** and both **regional and national conferences**.
- Developed metrics to **collect, analyze, compile** data, and evaluate learning outcomes.

ORGANIZATIONAL COMMITMENT & CAREER PROGRESSION

The academic mission, the students that it serves, and its vow to improving the lives of underrepresented populations, makes the University of New Mexico an ideal destination for anyone working within higher education. Although it is not the norm among aspiring employees to stay within one department or organization for the entirety of their careers, it will be observed that the vast professional experience listed above is concentrated within UNM.

The overall nature of UNM inspires loyalty and has provided many opportunities for growth. A thorough review of prior positions will highlight my commitment and will also reveal that I have repeatedly been recognized for top performance through fast-track promotions and selection for high-priority initiatives.

Please review the following pages to view my higher education engagement, beyond my previous job responsibilities, and to view the scope of completed training relevant to the posted position and organization.

ENGAGEMENT

Through building relationships, a willingness to learn, and quality of work, the following opportunities have been presented:

UNIVERSITY OF NEW MEXICO |

- University-wide Advising / Orientation Technology **Ongoing**
- University Hiring Committees **Ongoing**
- UNM First-Year Steering Committee, NSO Redesign **Previous**
- LoboAchieve 2.0 (Student Notes) Redesign Team **Previous**
- UNM 2019 HLC Accreditation Committee **Previous**
- Office of Student Affairs Fellow **Previous**

TEACHING EXPERIENCE |

- Adjunct Faculty **Fall 2022**
 - Critical Text Analysis
- Adjunct Faculty, University College **Fall 2022, Fall 2019 & 2018**
 - First-Year Experience Seminar
- Adjunct Faculty, University College **Fall 2018, Spring 2017**
 - Math Learning Strategies
- Adjunct Faculty, University College **Spring 2017 & 2016**
 - Student Development & Leadership Theory **Fall 2016 & 2015**

PROFESSIONAL ASSOCIATIONS |

- NASPA (National Association of Student Personnel Administrators)
 - Presented at National & Regional Conferences **(Multiple)**
 - Mid-Level Institute Participant **(2014)**
 - LKC Award Selection Committee **(2015)**
 - NUFP Internship – University of Vermont **(2008)**
 - Dungy Leadership Institute Participant **(2008)**
- NACADA (National Academic Advising Association)
 - Presented at State Conferences **(Multiple)**
- NODA (National Orientation Directors Association)
 - Presented at National & Regional Conferences **(2015)**
 - Region III Conference Planning Committee **(2015)**
 - Region III Conference Co-Host **(2018)**
- SWASAP (Southwest Association of Student Assistance Programs)
 - Presented at Regional & State Conference **(Multiple)**
 - Legislation and Regulations Institute Participant **(2016)**
- The Reinvention Collaborative
 - Presented at National Conference **(2016)**