

Operations Manager- UNM-Taos Kids Campus Center for
Early Learning
University of New Mexico- Taos

Direct Link: <https://www.AcademicKeys.com/r?job=186104>

Downloaded On: Aug. 9, 2022 4:20am

Posted May 23, 2022, set to expire Sep. 22, 2022

Job Title Operations Manager- UNM-Taos Kids Campus Center for Early Learning

Department University of New Mexico-Taos

<http://taos.unm.edu/>

Institution University of New Mexico- Taos
Ranchos de Taos, New Mexico

Date Posted May 23, 2022

Application Open until filled

Deadline

Position Start Available immediately

Date

Job Categories Director/Manager

Academic Administration - Other
Field(s)

Job Website <https://unm.csod.com/ux/ats/careersite/18/home/requisition/20096?c=unm>

Apply Online <https://unm.csod.com/ux/ats/careersite/18/home/requisition/20096?c=unm>
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Apply By Email

Job
Description

The UNM Taos Kids' Campus Center for Early Learning is seeking a full time Program Operations Manager, who directs the campus early learning center. UNM Taos Kids' Campus is a Reggio Emilia inspired NAEYC accredited and 5 Star NM FOCUS early childhood program serving families and children 6 weeks-5 years old. Additionally the program serves as the UNM Taos Lab school for Early Childhood Education Students, where theory and practice go hand in hand. Additionally, our program is situated in a scenic mountain community that allows for natural and

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cultural exploration. The Operation Manager is to be responsible for the day-to-day oversight of all operating functions including supervision of staff, hiring, oversight and implementation of program development, policies, and procedures, as well as budget management, enrollment and billing, grant management, family communications, NAEYC accreditation, NM Pre K, NM FOCUS and NM ECECD licensing compliance.

EEO/AA Policy

Requesting an Accommodation

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and University of New Mexico policy, if you have a disability and would like to request an accommodation in order to apply for a position with the University of New Mexico, or if you cannot use the online application system, please contact Human Resources at hrpr@unm.edu; (505) 277-4777 for assistance with the application process.

Other links:

New Mexico Inspection of Public Records Act (IPRA)

Campus Safety (Clery Act)

Equal Opportunity Employer

The University of New Mexico is an affirmative action, equal opportunity employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class. We are committed to hiring and retaining a diverse workforce and are dedicated to the goal of building an inclusive and pluralistic faculty and staff. We are committed to teaching and working in a multicultural environment. Visit the links below for more information regarding our commitment to affirmative action and equal opportunity: Equal Opportunity, Non-Discrimination and Affirmative Action at the University of New Mexico Equal Employment Opportunity is THE LAW.

Visit the links below for more information regarding our commitment to affirmative action and equal opportunity:

Equal Opportunity, Non-Discrimination and Affirmative Action at UNM

Equal Employment Opportunity is THE LAW



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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact Debra Martinez
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University of New Mexico- Taos
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