

Gabrielle Martinez

Employment Experience

Interim Registrar (February 2024-Present) Associate Registrar, Curriculum Systems- University Student Records, New Mexico State University, February 2023-Present

Monitor the creation and maintenance of courses in accordance with the guidelines set by the New Mexico Higher Education Department (NMHED) and University Administrative Rules and Procedures, including course prerequisites and Common Course Numbering. Oversee the daily operations of the System-Wide Academic Catalog, Academic and Event Scheduling, National Collegiate Athletic Association Athletic Academic Compliance (NCAA) and Degree Audit System. Inspection of Public Records Act (IPRA) student data request fulfillments. University representation and collaboration with NMHED for submission of new programs.

Graduation & Curriculum Data Specialist - University Student Records Office, New Mexico State University, June 2019-February 2023

Academic evaluation and reporting for NCAA Athletic Academic Compliance, evaluating athletic transferable credits to semesterly academic progress in collaboration with Advising, academic departments and Athletics Department. Production and logistics of Hybrid Commencement Ceremonies and Graduation Fairs including volunteer recruitment, vendor contracts, hiring and budgeting. Processing of degree applications and troubleshooting student degree awarding processes in Student Information System Banner and Self-Serve. Monitors and reports degrees for main/branch campuses in Banner and Analytics Reporting. Distribution of diplomas and maintain historical signatures and graduate curriculum data.

Communications Specialist, New Mexico State University - Office of Vice President of Student Affairs and Enrollment Management, September 2015-June 2019, Las Cruces, NM (Reclassification of Job)

Strategic planning, project development and event planning for the division of Student Affairs and Enrollment Management. Internal and external communications in the form of oral and written reports, committee representation, campus-wide Activity Reports and website content maintenance. Research and internal evaluation of student impact of proposed New Mexico Legislative bills. Review of Departmental and University Co-Curricular Assessment. While assisting in production and logistics of Commencement Ceremonies and Graduation Fairs.

Registration/Admission Specialist, New Mexico State University - Registrar's Office, July 2012-September 2015, Las Cruces, NM

Process degree applications and troubleshoot student processes in INB Banner and Self-Service. Records and reports degrees for main and branch campuses in Banner and Cognos reporting. Assist in production and logistics of Commencement ceremonies, Graduation Fair, and various Student Affairs events. Distribution of diplomas, maintain historical signatures and graduate curriculum data. Disposition of student records in accordance with state law and University policies and procedures.

Faculty Training Specialist, Western New Mexico University, August 2008-July 2012, Silver City, NM

Trained and communicated with University faculty on development and implementation of online courses, following Quality Matters (QM) guidelines and internal guidelines set by University/department. Administrative access to learning management systems including three platforms: WebCT, Blackboard Vista, Canvas. Assisted in the migration of course content and adaptability for each learning platform utilizing HTML page creation and video editing to ensure Accessibility (ADA) compliance.

Education

New Mexico State University - Las Cruces, New Mexico

Degree: Master of Business Administration

Graduation Date: December 2016

Western New Mexico University - Silver City, New Mexico

Degree: Bachelor of Business Administration

Major: Management Information Systems

Graduation Date: May 2012, with honors

Professional Organizations/Committees

New Mexico Higher Education Department Common Course Numbering Committee, Member (2023-Present)

New Mexico State University (NMSU) Associate Dean's Academic Council, Ad-Hoc Member (2023-Present)

NMSU Graduate Faculty Council, Ad-Hoc Member (2023-Present)

NMSU Space Committee, Member (2024-Present)

NMSU Community College Academic Vice Presidents, Ad-Hoc Member (2024-Present)

NMSU University Program Approval Committee, Ad-Hoc Member (2023-Present)

NMSU Commencement Committee, Chair (2013-Present)

NMSU Student Success Assessment Committee, Member (2022-Present)

North American Association of Commencement Officers (NAACO), Member (2012-present)

- Board of Directors (2022-Present)
- Regional Director (2019-2021)
- Communications Committee (2013-2022)
- RFP Committee (2019-2020)

NMSU Higher Learning Commission Accreditation Writing Team, Compliance Chapter (2016-2017)

NMSU Higher Learning Commission Accreditation Writing Team (2019-2021)

The Chair Leadership Academy Certification (2018-2019)

NMSU Alumni Homecoming Planning Committee (2018-2020)

NMSU Government Relations Legislative Strikeforce Committee (2016-2018)

NMSU Co Curricular Assessment Committee, Co-Chair (2015-2018)

NMSU Alumni Association Events Volunteer (2018-2022)

NMSU Quick Connect Responder (2014-2018)

AmeriCorps Service Volunteer (2010)

Delta Mu Delta Honor Society Member, WNMU (2010-2012)

Millennium Honors Society, WNMU (2008-2012)

Aggie Leadership Training Academy (2022)

Professional Presentations/Communications

North American Association of Commencement Officers, The Mace Quarterly Newsletter: "Developing Stunning Presentations", October 2021, "Looking Forward: The Class of 2022: Impacts of Change on the Future of the Industry", July 2021, "You are Not in This Alone: Virtual NAACO Conference and Live Emcee", April 2021

North American Association of Commencement Officers, Presentation, Conference Presentation, "Managing Academic Regalia: Cords, Stoles and More", February 2023

North American Association of Commencement Officers, Presentation, Conference Presentation and Live Emcee, February 2021 and February 2022

North American Association of Commencement Officers, Conference Presentation “Culture, Diversity & Inclusion in Academic Ceremonies”, February 2020

New Mexico Higher Education Assessment and Retention Conference: Presentation “Recreating a Culture of Assessment Developing a Formalized Process for Co-Curricular Assessment”, February 2018

North American Association of Commencement Officers-Hot Topics Training “Doctoral Hooding Ceremonies”, August 2016