

**Supervisory Unit: Office of the President**

**Direct Reporting Units**

**Communications and Marketing Mission Statement:** Supports the university's mission by creating awareness of academic and student programs and opportunities, regional and global outreach efforts, and accomplishments of NMU community members.

**Foundation Mission Statement:** The mission of the Northern Michigan University Foundation is to cultivate and promote the private philanthropic support of NMU's mission through a comprehensive advancement effort.

**Alumni Association Mission Statement:** The mission of the Northern Michigan University Alumni Association is to cultivate a strong tradition of loyalty and involvement among alumni, students, friends and community while advancing the interests of the university.

**Intercollegiate Athletics and Recreational Sports Mission Statement:** By providing quality athletic and recreational sports opportunities, shares in the university academic mission by creating and maintaining an environment that promotes academic achievement, embraces diversity, fosters a collegiate spirit and tradition, interpersonal growth, social development, lifetime leisure skills and a lifelong connection with NMU.

**USOEC Mission Statement:** The United States Olympic Education Center uses all available resources at NMU to challenge its student athletes to think independently, develop a lifelong appreciation for learning, acquire career skills, and become productive citizens and ambassadors for our country, while also providing the world-class facilities and support services that these athletes need in order to become Olympians.

**Internal Audit Mission Statement:** Internal Audit supports the mission of Northern Michigan University by providing objective evaluation on behalf of the Board of Trustees and the Office of the President. Internal Audit will provide value-added services using an independent risk-based approach. This will be accomplished by reviewing operations and internal controls, testing compliance with policies and regulations, providing critical analyses, recommending improvements, as well as using Internal Audit's unique position to promote and share best practices.

## Office of the President Direct Reporting Units (continued)

**Internal Counsel Mission Statement:** The General Counsel represents Northern Michigan University through its Board of Trustees and President by proactively managing legal matters and providing strategic legal advice and counsel to resolve legal issues, in support of the university's mission.

**Public Safety Mission Statement:** To assist in providing a safe and secure living and learning environment for the Northern Michigan University community consistent with the values and mission of the university.

**Supervisory Unit: Academic Affairs**

**Reporting Unit: Student Services and Enrollment**

**Student Services and Enrollment Mission Statement:** The mission of the Student Services and Enrollment Division is to provide leadership for high-quality programs, services, and activities that contribute to the recruitment, retention, personal development, and success of students.

**Academic Career Advising Center Mission Statement:** The ACAC is responsible for the development, implementation, and maintenance of a highly regarded program of support primarily for new students and those continuing students who are at-risk or remain undeclared beyond the first year of study. The ACAC also provides services for all students in a number of venues. These support services include orienting, advising, assessing, tutoring, teaching study and life skills, career planning, etc.

**Admissions Mission Statement:** The Admissions Office is responsible for undergraduate student recruitment, including disseminating information, processing applications for admission to undergraduate programs and hosting potential students.

**Career Services Mission Statement:** The mission of Career Services is to assist current students and alumni with career exploration and job placement concerns by providing resources and services which are focused on student employment, internships and full-time careers.

**Center for Student Enrichment Mission Statement:** The Center for Student Enrichment enhances the college experience by providing students with a variety of extracurricular, co-curricular, and classroom connected experiences which promote personal and professional growth, develop leadership potential, encourage civic engagement, and connect the campus with surrounding communities.

**Counseling and Consultative Services Mission Statement:** The mission of Counseling and Consultation Services is to provide high quality professional services which promote mental health, personal growth and development, and crisis stabilization, while supporting student success and engagement in learning and academic excellence.

**Reporting Unit: Student Services and Enrollment (continued)**

**Dean of Students Mission Statement:** The Dean of Students Office supports the mission of the University by maintaining a campus environment which is conducive to the recruitment, retention, personal development, and success of students. Specifically, we advocate for student rights; promote student involvement in the University's decision-making process; provide a program for new students to help them adjust to college living and learning; and offer services and programs which respond to the needs of diverse constituencies. The office also ensures the University community functions as freely as possible from disruptive and inappropriate behavior.

**Financial Aid Mission Statement:** The Financial Aid Office will ensure appropriate financial aid funding for students eligible to receive aid and advise students of available financial aid sources. The office will fulfill its fiduciary obligation to be good stewards of federal, state, private and institutional funds.

**Housing and Residence Life Mission Statement:** The mission of the Housing and Residence Life Office is to make significant contributions to student learning by providing excellent service, well-managed facilities, and a residential environment rich with opportunities for personal growth and social development, especially those which result from student interaction with others, participation in community development activities, and involvement in other aspects of campus life.

**Registrar Mission Statement:** The Registrar's Office ensures adherence to academic policy, preserves academic integrity, safeguards the security of academic records, and provides quality service to students, faculty, staff, and members of the community. We oversee all aspects of student academic records including registration, classroom assignments, grading, transfer credit evaluations, issuance of transcripts, catalog publication, academic eligibility for athletes, degree audits and graduation in an ethical and professional manner.

## Supervisory Unit: Academic Affairs

### Academic Affairs Direct Reporting Units

**Beaumier Heritage Museum Mission Statement:** The Beaumier Upper Peninsula Heritage Center celebrates the history and culture of the Upper Peninsula of Michigan. It does this through an active schedule of exhibition, public programs and research activities on the campus of Northern Michigan University. It serves the educational mission of the University by providing a museum laboratory, where students can gain experience working in the fields of museum studies, public history, graphic design, historical research and writing. The Center also provides the University community with museum-quality exhibitions about the history and culture of the Upper Peninsula that supplement the learning experience for students on campus.

**Broadcasting and Audiovisual Services Mission Statement:** The mission of Broadcasting and Audiovisual Services is to serve NMU students and the University with broadcasting, electronic engineering and audio visual services while offering people in our region diverse cultural and educational programming that helps enable their success in a regional and global society.

**Institutional Research Mission Statement:** The Office of Institutional Research supports the mission of academic affairs and the university through the development and sharing of data bases, web sites, outcome assessment tools and analytical research to enhance the efforts of academic and administrative units which promote student learning and enrich student development.

**International Programs Mission Statement:** The International Programs office supports and promotes the University's goals for academic excellence, diversity and citizenship by encouraging responsible and effective engagement with global issues and actions.

**Supervisory Unit: Office of the President**

**Reporting Unit: Finance and Administration**

**Finance and Administration Mission Statement:** To provide financial and administrative counsel to the President, Board of Trustees and other units of the University, and to develop and manage both short and long-term budget, financial, technology, human resource, facilities, student business and auxiliary services, health services, and state relations strategies that assist the University in identifying and managing the necessary resources to achieve high quality programs in a high-tech, high-touch learning.

**Controller's Office Mission Statement:** The Controller Office is dedicated to provide the highest quality financial and related management services to support faculty, staff, and students of Northern Michigan University. We continuously seek innovative solutions and integrate the application of technology to improve delivery of services, strengthen internal controls, and promote fiscal awareness and responsibility.

**Facilities Mission Statement:** Provide for the development, service, and stewardship of the University's physical assets to sustain a functional, safe, and attractive teaching, learning, and working environment.

**Information Technology Mission Statement:** Information Technology (IT) exists to provide hardware and software technology solutions for students, faculty, staff and alumni, creating the high-tech, high-touch learning environment necessary to satisfy their need for information and secure, automated, self-service processes.

**Supervisory Unit: Finance and Administration**

**Reporting Unit: Business and Auxiliary Services**

**Business and Auxiliary Services Mission Statement:** The mission of Business and Auxiliary Services units is to provide the highest level of support to students, faculty, staff and public, to further sustainable practices that meet both service and financial objectives, and to enhance the teaching and learning experience.

**Bookstore Mission Statement:** To provide quality innovative merchandise at competitive prices backed by exceptional service to meet the needs of a diverse customer while supporting the University's educational programs, high tech environment, green initiatives and financial goals.

**Dining, Conference and Catering Services Mission Statement:** Our mission is to provide the highest quality dining opportunities, support and services to the University community. As a self-funded auxiliary, Dining Services strengthens the residential and commuter life experience, promotes nutritional education, diversity and cultural awareness. Dining Services encourages sustainable practice, manages operations to meet financial objectives and provides services to enhance the teaching and learning environment.

**Print, Mail and Transportation Mission Statement:** To support the university and its mission by providing high quality solutions via efficient printing, copying, mailing, shipping, receiving and transportation services.

**Purchasing Mission Statement:** To obtain goods and services in the most cost effective and efficient manner while operating at the highest standards of ethical conduct and to collaborate and engage with university members to ensure our procurement practices best support the campus community as it strives for technology integration, increased sustainability and student success.

**Risk and Insurance Management Mission Statement:** To manage the University's risk of financial loss from property and liability exposures by planning, directing and coordinating the University's Risk and Insurance Management Program through a continuous process of identifying and analyzing exposures to loss, selecting a risk management technique or combination of techniques to be used to handle each exposure, implementing the technique chosen, and monitoring the technique chosen and making appropriate changes.

**Supervisory Unit: Finance and Administration**

**Reporting Unit: Health Center**

**Health Center Mission Statement:** To provide comprehensive primary care medical services to students and employees, to respond to campus health concerns, and to provide health education and preventive health services to students and employees.

**Supervisory Unit: Finance and Administration**

**Reporting Unit: Human Resources**

**Equal Opportunity Mission Statement:** Equal Opportunity supports the NMU faculty, staff, and students in their efforts to embrace diversity and become productive citizens in the regional and global community. This is achieved through awareness, education, policy development and administration, investigation, and process support, aligned with the University's mission.

**Human Resources Mission Statement:** To provide Human Resources counsel to the President, Board of Trustees and other units of the University, and to develop and manage both short and long-term human resource strategies that assist the University in identifying and managing the necessary resources to achieve high quality programs in a high-tech, high-touch learning environment.



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