Application deadline is January 29, 2016.

The Student Affairs Specialist performs any combination of the following tasks in support of Student Affairs and the administrator or professional to which the specialist is assigned.

**Essential Functions.** The employee is responsible for the following:

- Performs duties specific to the division/department to which assigned
- Answers telephone calls, gives information within authority, and/or routes calls to appropriate person.
- Opens and routes mail, attaching appropriate file or other information id necessary.
- Maintains office filing system for correspondence and office documents.
- Schedules appointments
- Enters data into computer
- Compiles, types, and formats statistical reports and other reports, newsletters and documents
- Proofreads for typing, formatting, grammatical, and punctuation errors
- Operates office machines, including computer, printer, calculator, copier and fax
- Plans and implements special events for Student Affairs
- Works actively with student organizations
- Plans and implements student activities in conjunction with other Student Affairs Specialist
- Maintains and updates the College Student Information System in conjunction with other Student Affairs employees
- Plans and implements orientations and welcome back activities in conjunction with other Student Affairs employees
- Assists with the coordination of the Emergency Alert System
- Processes time sheets for Student Affairs
- Maintains Americans with Disabilities student information
• Maintains High School Equivalency testing certification and administers tests
  Processes paperwork and performs duties pertaining to Enrollment Management
• Performs other duties as assigned

Qualifications

Associate’s degree required; Bachelor’s degree preferred. Student Affairs experience a plus. Experience in or exposure to the community college environment preferred. Must have strong interpersonal, oral, and written communication skills. A valid driver’s license will be required. Travel may be required. Evening hours may be required.

Language skills:
  Strong verbal, written, and interpersonal skills a must. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information to individuals and groups from within Mesalands Community College and out in the community.

Mathematical skills:
  Ability to perform mathematical functions.

Reasoning ability:
  Ability to solve practical problems and deal with a variety of situations.

Technology skills:
  Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
The noise level in the work environment ranges from low to high. Job performed indoors in a demanding, fast-paced environment where priorities must be set and deadlines met.

_The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job._

Mesalands Community College reserves the right to cancel, change, or close any advertised position at any time. The decision to do so will be based upon the needs of the College and the final determination will rest with the President.

**HOW TO APPLY**

Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a completed, signed, and dated Mesalands Community College application (available online at www.mesalands.edu) the following must be provided:

- Resume
- Transcripts of all college work (**Copies should only be submitted at time of application.** Official transcripts will be required prior to job offer)
- Three (3) professional references.
- Cover letter
- Copy of current driver's license

**Applications should be mailed or delivered to:**

Attn: Human Resources  
Mesalands Community College  
911 S. Tenth Street  
Tucumcari, NM 88401

Employment preference will be given to qualified veterans.