The Curriculum Developer, a grant funded position, at Mesalands Community College works under the general direction of, and reports directly to, the Project Director. The Curriculum Developer is responsible for commitment to improving STEM opportunities for Hispanic and low-income students. The overall mission of the Title III STEM grant is for the development, modification, or conversion of courses in science, technology, engineering, and mathematics.

[Continuation of this position is contingent upon available grant funds]

**Essential Functions**

- Assist faculty in development, modification, or conversion of courses in Animal Science, Biology, Chemistry, Computer Science, Geology, Mathematics, Paleontology, and Physics
- Produce and assist faculty in producing syllabi and other needed course materials.
- Train faculty in the use of computer applications, online platforms, and other programs useful in curriculum design and delivery
- Works closely with the Project Director to ensure all federal and institutional policies are met
- Produces as needed reports to evaluate the project
- Obtains feedback on needed revisions, concerns, and recommendations for curriculum improvements
- Performs other duties as assigned
Qualifications

Master’s degree in educational technology, or in a STEM field with design/development skills and teaching experience required. Bi-Lingual Spanish/English speaking ability preferred. Minimum two years experience in education, preferably at college or university level. Skill in use of IT applications for curriculum and course development, and in use of LMS. Demonstrated planning, organizational, verbal, and written communication skills. Culturally aware and sensitive to the Hispanic and disadvantaged populations required. Community College experience/knowledge preferred. The successful candidate will have a high energy level; administrative skills, including personnel and budget, excellent organizational skills, flexible schedule, ability to deal with the public, often in stressful situations; knowledge of budget preparation and administration; and commitment to the community college philosophy.

Language skills:
Ability to communicate effectively both orally and in writing. 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 related to budgets and expenditures.

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

Technical skills:
Ability to utilize computers proficiently.

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; and 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 is usually low. Job will be performed indoors. Travel required.
HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request, also available on-line at www.mesalands.edu); copies of transcripts for college courses completed; must provide a copy of a valid driver’s license, and list of three references, including name, address, and phone numbers. References and former employers will be contacted. All required application materials must be received by: Personnel, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401; Application deadline is Until Filled.

(575) 461-4413, ext. 112

Contract renewal is contingent upon HSI (Hispanic Serving Institute) Stem Grant. Funding to be renewed annually for five (5) years.