



## MESALANDS COMMUNITY COLLEGE POSITION ANNOUNCEMENT

<b>POSITION:</b>	Adjunct Anthropology Instructor
<b>FULL-TIME/ PART-TIME:</b>	As Needed Adjunct
<b>FLSA exempt position:</b>	NO

The principle responsibility of an adjunct anthropology instructor will be teaching courses in Anthropology. Performs any combination of the following tasks in conducting college courses and assisting the College in meeting its mission.

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

Instructs classes as assigned  
Teaches subjects for which qualified within prescribed curriculum  
Recruits students for the discipline area(s) taught  
Prepares and distributes to each student a syllabus for each course taught. A copy of the course syllabus must be filed with the Vice President of Academic Affairs office each semester  
Stimulates class discussions and understanding of materials by students  
Compiles bibliographies of specialized materials for outside reading assignments  
Compiles, administers, and grades examinations  
Maintains currency in particular field of knowledge and applies this to instruction

### **Minimum Qualifications**

Master's degree in discipline area; or Master's degree and eighteen (18) graduate hours in discipline areas; Doctorate in related discipline preferred; Teaching experience in a community college preferred.

#### **Language skills:**

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

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; and talk and hear.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

**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 from low to high. Job performed indoors in a classroom and studio environment with adult students.

***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](http://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 to:

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

**Employment preference will be given to qualified veterans.**