



## MESALANDS COMMUNITY COLLEGE POSITION ANNOUNCEMENT

<b>POSITION:</b>	Faculty, Automotive Technician in Springer, NM
<b>FULL-TIME/ PART-TIME:</b>	As Needed Adjunct
<b>FLSA exempt position:</b>	NO

Under limited supervision, instruct students toward practice/employment in a designated field of business and vocational studies.

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

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

This list of characteristic duties and responsibilities is *ILLUSTRATIVE ONLY*, and is not a comprehensive listing of all responsibilities and duties performed by positions in this class. *At the discretion of the immediate supervisor other job related duties may be assigned as necessary.*

### **Tasks:**

Prepares and presents course descriptions, lesson plans, classroom lectures and laboratory work; implements techniques to facilitate student active learning; prepares and grades tests and quizzes; develops handouts and other learning aids; participates in program and curriculum development and outcome assessments; participates in hiring and scheduling part-time instructors as assigned.

Provides one-to-one student supervision and/or counseling, advising and tutoring; analyzes and documents student progress; coordinates and schedules student tutors as appropriate; participates in student recruitment, retention and placement efforts.

Conducts ongoing research to maintain currency in designated field(s) of business and vocational studies; establishes and maintains linkages with appropriate business and industry; participates on assigned committees and in professional development workshops and conferences. Other duties as assigned.

### **Knowledge, Skills and Other Characteristics:**

Knowledge of adult learning theory, curriculum development and classroom, laboratory and field presentation techniques.

Knowledge of counseling and advising methods and techniques.

Knowledge of research methodology and information resources related to designated field(s) of business and vocational studies.

Knowledge of basic supervisory and coaching principles and practices.

Skill in operating equipment and performing work related to designated field(s) of business and vocational studies.

Skill in supervising students in work experience settings.

Skill in preparing and presenting classroom lectures and laboratory work.

Skill in the use of standard office equipment, including personal computer and standard office software.

### **Qualifications:**

Must have a valid New Mexico Drivers License. Licensure or Vocational Certificate-Automotive Service Excellence (ASE) in area of instruction, and five (5) years of practicing experience in the designated field; or an equivalent combination of education and experience.

***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.**