



MESALANDS COMMUNITY COLLEGE POSITION ANNOUNCEMENT

POSITION:	Business Administration Instructor Full - Time
APPLICATION DEADLINE:	July 10, 2015,
AVAILABLE:	Fall 2015
ANNUAL SALARY RANGE:	Dependent upon education and experience; salary competitive

The principle responsibility of a business administration instructor will be teaching courses in accounting, intro to business, management, marketing, finance, business communications, and office technology classes. 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 for 15 to 16 credit hours per semester with anything over 16 credit hours being an overload
- Teaches one or more 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 each new syllabus must be filed with the Vice President of Academic Affairs at the beginning of 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
- Performs related duties such as advising students on academic and technical curricula, serving as advisor to student organizations, and performing faculty work through committees
- Serves on committees to provide professional services to government and industry and to enable the work of the faculty and administration of the College to be accomplished
- Maintains office hours as agreed with the Vice President of Academic Affairs
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Master's in Business Administration required; 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.

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 online at www.mesalands.edu; unofficial copies of college transcripts; and list of three references, including name, address, and phone numbers. References and former employers will be contacted. Final applicants should be prepared to make a teaching presentation. Applications should be mailed or delivered to: Human Resources, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401, **Electronic files will not be accepted. Application deadline is July 14, 2015.**

Employment preference will be given to qualified veterans.

(505) 461-4413, ext. 112