



MESALANDS COMMUNITY COLLEGE

Job Announcement

PART TIME

In

Clayton, New Mexico

POSITION: Adult Basic Education/General Education
Development (ABE/GED) Specialist in
Clayton, New Mexico

APPLICATION DEADLINE: Open Until Filled

WAGE RANGE: Dependent upon education and
experience; salary competitive

An ABE/GED Specialist, a grant-funded position dependent upon the availability of grant funds, reports to the Director of Educational Services and works in cooperation as an Educational Services Center (ESC) team member. An ABE/GED Specialist performs any combination of the following tasks in support of the ESC and/or Student Services:

Essential Functions

- Maintains consistent (weekly) communication with ESC Director
- Implements curriculum for Adult Basic Education (ABE) and Literacy classes
- Teaches ABE and literacy classes
- Collects student enrollment documents
- Measures student progress and maintains a written record
- Encourages student self-efficacy and monitors progress on goals
- Ensures accuracy of data collection and entry
- Implements best practices in the field of ABE
- Actively recruits ABE students to the program
- Devises class schedules for ABE classes
- Supports ABE/GED Director
- Maintains positive relationships with partnering agencies
- Participates in professional development opportunities as appropriate (to include certification if necessary)
- May train other personnel in tutoring and teaching practices
- Teaches GED Classes
- Tutors student
- Other duties as assigned

Qualifications

High school diploma or equivalent required; Associate's degree or bachelor's degree preferred; computer literate. Applicant must be able to work in a team setting as well as independently and confidentially.

Language skills:

Strong verbal, written and interpersonal skills a must. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students.

Mathematical skills:

Ability to perform basic mathematical functions necessary to be able to Teach in field.

Reasoning ability:

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.

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 performed indoors in a classroom environment with adult students individually and in groups. Travel may be 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. All required application materials must be received by:

Human Resources, Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans.

Application deadline until filled.