



MESALANDS COMMUNITY COLLEGE Job Announcement

POSITION:	SUN PATH and Online Course Sharing Coordinator
APPLICATION DEADLINE:	For best consideration apply by May 10, 2015
WAGE RANGE:	Depends on experience, salary competitive
FULL TIME:	Full Time

Mesalands Community College is seeking candidates for a full-time SUN PATH and Online Course Sharing Coordinator to coordinate day-to-day operations of the SUN PATH (Skill-Up Network Acceleration in Healthcare Pathways) program.

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

Essential Functions: The employee is responsible for the following:

- Oversees and administers day-to-day operations of the SUN PATH program.
- Primary liaison with internal and external constituencies related to the state-wide SUN PATH consortium on matters relating to program activities. Partner with SUN PATH coordinators across consortium for program initiatives, including I-BEST, Healthcare and IT career pathways, and SUN online course-sharing system.
- Oversees and/or coordinates the collection, compilation and analysis of program activity reports and student data. Develops, writes, edits and presents comprehensive statistical and narrative program reports and evaluations.
- Participates in the development of operating goals and objectives, collaborating with Vice President of Academic Affairs, Director of Educational Services and Allied Health Faculty to identify courses and short-term certificates in Allied Health, Emergency Medical Services and Health Information Technology for the development, implementation, or expansion of programs of study including online instruction.
- Prepares and delivers a range of promotional and educational materials, presentations and other resource materials related to program through various outreach efforts.

- Coordinate meetings and professional development activities for program staff and faculty. Participates in SUN PATH sponsored trainings.
- Participates in budget oversight, invoicing, purchasing and reporting for Mesalands Community College and Department of Labor program reports, providing data and program information.

Minimum Job Requirements

Bachelor's Degree Required, Master's Degree Preferred

Preferred Qualifications

Evidence of project management skills.

Experience working with grant-funded programs in education.

Program coordinator at the college level.

Experience coordinating online instructional programs.

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.

Technology 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 performance is indoors. Some 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 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. All required application materials must be received by:

Attn: 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, please provide proof of service with honorable discharge.

Application deadline until filled.