



Digital Business and Entrepreneurship Instructor

Mesalands Community College is located in Tucumcari, NM and is an independent, non-profit accredited two-year community college that offers many traditional and non-traditional programs leading to Associate of Arts degrees, Associate of Applied Science degrees, and Applied Science and Occupational Certificates. The educational goals of these degrees and certificates are to prepare students for transfer to a four-year, degree-granting institution, or to obtain employment and/or to allow the students to upgrade their skills and knowledge for career advancement. Mesalands Community College also offers Adult Basic and Community Education courses for lifelong learning.

Essential Functions. The employee is responsible for the following:

- Instructs classes as assigned for 15 to 20 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;
- Uses and analyzes assessment and classroom/online techniques;
- 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 for Academic Affairs office;
- Stimulates class discussions and understanding of materials by students;
- Compiles bibliographies of specialized materials for outside reading assignments;
- Compiles, administers, and grades examinations, or assigns this work to others;
- Maintains currency in particular field of knowledge and applies this to instruction;
- Performs related duties such as advising students on academic and vocational 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;
- Model the use of technologies required for the profession in the classroom/online;
- Effectively works within distance education modalities;
- Maintains office hours as agreed with the Vice President for Academic Affairs;
- Performs other duties as assigned.

Qualifications

Master's degree in discipline area or Master's degree and eighteen (18) graduate hours in discipline area; doctorate preferred; professional certification required as appropriate. Associate degree and/or community college experience preferred. A valid New Mexico driver's license and satisfactory driving record may be required.

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 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 or delivered to:

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

Employment preference will be given to qualified veterans.