



Position Announcement

Web Specialist and Internet Communications Faculty

This position is a blended faculty/staff position to ensure that the online stores for the College are fully functional, as well as our Moodle LMS system is being managed and operating at full efficiency. In addition, the person filling this position will teach and lead students in a process to create an immersive web communications program to engage our students in developing/delivering content using our mesalandslive.org and mesalands66.org domains, YouTube, and other similar processes in addition to our radio station.

This position also provides for ongoing processes related to instructional design support for faculty, and develops best practices learning modules within Moodle for faculty training.

Essential Functions. The employee is responsible for the following:

- Instructs classes as assigned for 9 credit hours per semester;
- Teaches one or more subjects for which qualified within prescribed curriculum;
- Takes a key role in developing web content creation and marketing;
- Sets up and maintains the online stores on behalf of the campus store, the museum store and any other retail operations run by the college;
- Uses and analyzes assessment and classroom techniques;
- Prepares and distributes to each student a syllabus for each course taught. A copy of each new syllabus must be filed with 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 applied science 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;
- Uses technology in the classroom;
- Uses and leads in online development and distance education;
- Maintains office hours as per the Faculty Handbook;
- Cleans and organizes tools, equipment, and work area;
- Complies with College and OSHA policies and procedures at all times;
- Maintains required training certification;

Performs other duties as assigned.

Qualifications

Master's degree in Communication with experience in IT and web development. Experience in or exposure to the community college environment desirable. A valid driver's license and satisfactory driving record may be required.

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 documents, marketing materials, memos, etc. 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 and explain mathematical functions related to the discipline.

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 Office Suite, WordPress and other Web development and analytics tools. Utilizes, promotes and supports the use of technology in the classroom. Utilizes, promotes and supports the use of Lecture Capture technology.

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 must be able to work in an office environment as well as outdoors, developing and filming content for broadcast or upload.

Must be able to lift up to 40 pounds and set up equipment.

Work Environment

Office, computer work, outdoors, studio work, classroom, and online. May be allowed to partially telecommute for a portion of the work week.

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.