



POSITION ANNOUNCEMENT

Job Title:
Educational Services Aide
In Clayton, NM

A Part-time Educational Services Aide, a grant-funded position, performs any combination of the following tasks in support of the Center programs:

Essential Functions: The employee is responsible for the following:

- Teaches High School Equivalency (HSE) Classes
- Provide a positive and helpful environment for students
- Assist in enrollment counts and sign-in procedures
- Ability to maintain confidentiality
- Administer Test of Adult Basic Education (TABE) and pre-HSE exam
- Assist students with computer-assisted instructional programs
- Maintains consistent (weekly) communication with ESC Director
- Implements Curriculum for HSE classes
- Collects necessary student enrollment documents
- Administers pre and post testing for enrolled students
- Collects data from student(s)
- Measures student progress and maintains a written record
- May train other personnel in tutoring and teaching practices
- Actively recruits High School Equivalency (HSE) students to the program
- Other duties as assigned

* Any one position may not include all of the duties listed, nor do the duties listed include all duties to be performed. Duties may be assigned as necessary for the efficient operation of the College.

Qualifications

High school diploma or equivalent required; associate's or bachelor's degree preferred; computer literate; bilingual skills a plus. Must be able to work in a team setting as well as independently and confidentially. Testing of basic subject skills is required. Basic skills must be performed at a high school graduate level or better.

Language skills:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical skills:

Ability to perform mathematical functions at a college level (MATH107).

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations.

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 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 performed indoors. Travel 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.