



**MESALANDS COMMUNITY COLLEGE**  
Job Announcement

<b>POSITION:</b>	<b>Evening College Coordinator PART-TIME</b>
<b>HOURS:</b>	<b>5:00pm – 9:00pm</b>
<b>APPLICATION DEADLINE:</b>	<b>September 30, 2019</b>
<b>WAGE RANGE:</b>	<b>Dependent upon education and experience; salary competitive</b>

The principle responsibility of the Evening College Coordinator is to monitor College operations during evening hours. Performs any combination of the following tasks in support of the College.

**Essential Functions. The employee is responsible for the following:**

- Monitors and provides support for evening/weekend operations of the College
- Enforces College policies
- Makes rounds of College buildings two to three times each evening
- Coordinates student activities for evening students
- Administers student evaluations of evening faculty
- Assists with evening enrollment and advising
- Enforces parking policies
- Performs other duties as assigned

**Qualifications**

High school diploma or equivalent required; associate degree preferred. One-year administrative experience preferred. Should have proven problem-solving abilities. The successful applicant will possess the ability to be flexible and communicate well with the administration, students, faculty, staff, and public. Experience in or exposure to the community

college environment preferred. Position may be required to work outside normal College operating hours and days. Holidays may vary from those published as College holidays. Valid New Mexico driver license required.

#### Language skills

Strong verbal, written, and interpersonal skills a must. Ability to read and comprehend complex, reports, correspondence, and memos. Ability to write required reports, correspondence, and memos. Ability to effectively present information to individuals and groups from within Mesalands Community College and out in the community.

#### Mathematical skills

Ability to perform basic mathematical functions.

#### Reasoning ability

Ability to solve practical problems and deal with a variety of situations. Ability to organize and prioritize work and meet deadlines.

#### 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 25 pounds and occasionally lift and/or move up to 75 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 from low to moderate. Job performed indoors. Local travel is required; other 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 [www.mesalands.edu](http://www.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.**