



JOB Announcement

Job Title: Extended Learning Site Coordinator in Clayton, NM

Date prepared: 8/19

Approved:

FLSA exempt position (YES/NO): No

Full/Part-time: Part-time

Classification: Professional

Number of contract days: 257

An Extended Learning Site Coordinator for Mesalands Community College (Coordinator) works under the direct supervision of the VP of Academic Affairs. The Coordinator provides instructional and operational leadership for educational offerings in the geographic region for their assignment. The Coordinator is responsible for gathering and analyzing market information regarding needed classes and participating in the design of credit and non-credit classes and services to meet targeted education and training needs. As a result, the Coordinator must work closely and collaboratively within Mesalands Community College, the local community, and with a local Education Council comprised of community members and other partner organizations to ensure that the college is meeting the needs and expectations of the community.

The Coordinator performs any combination of the following tasks in support of Academic Affairs.

Essential Functions. The employee is responsible for the following:

Provide academic and administrative leadership and onsite supervision for educational and community programming within the budgets provided;

Foster and develop technological training to enhance skills of faculty using technology (such as Moodle) to support communication, instructional offerings and student services between the College and the remote community;

Work with Student Affairs to plan, coordinate, and provide an appropriate calendar of student support services and student activities for the site;

Establish and maintain a local Education Council which is composed of representatives from the school district(s), city and county governments, business'; non-profit organizations and other stakeholders as needed to ensure that programs are meeting the needs and expectations of the community;

Develop and coordinate marketing and promotion events;

Ensure that all physical assets, including computers and IT equipment are functional, and report to main campus when issues arise;

Coordinate the scheduling of classes, events, and programs at the site;

Recruit qualified faculty for live delivery when possible, and find other engaging persons able to mentor/coach using college online content;

Make public presentations to community and potential student groups regarding educational offerings in Clayton;

Work in collaboration with established College systems and community partners to offer programs relevant to community needs and interests;

Coordinate with the College in the design of all printed materials and in managing social media;

Performs other duties as assigned.

Qualifications

Minimum of a Bachelor's degree from a regionally accredited university required; Master's preferred. Professional experience in an academic setting is preferred. Must be able to work independently and confidentially. Proficient in computer skills: hardware and software experience preferred. Must possess the ability to be flexible and communicate well with the administration, students, faculty, staff, and public.

Must possess strong interpersonal skills. Must be able to relate to persons of all socio-economic strata and cultures. Experience in or exposure to the community college environment preferred. Travel will be required.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. 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.

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. 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. Ability to learn Mesalands ERP system for student enrollment and support.

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 is 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.