



JOB Announcement

Job Title:
Educational Services Center Facilitator

The position of Educational Services Center Facilitator, a grant-funded position, is one that is very important in providing students with opportunities to develop or expand educational skills at a number of levels. In the area of Adult Basic Education this includes the most basic areas such as literacy and citizenship, through post-graduation and career services. This position is supervised and evaluated by the Director of Educational Services. The Facilitator position is responsible for the following:

Essential Functions

- Assists with Adult Education AE Grant activities
- Instructs precollegiate classes
- Manages EL/Civics program
- Manages High School Equivalency (HSE) preparation program
- Instructs HSE classes
- Maintains database and student files
- Tutors in all subject areas
- Trains and supervises peer tutors
- Provides a positive and helpful environment in the Educational Services Center
- Provides guidance in the areas of career exploration and job search
- Performs other duties as assigned
- Assists with Career Pathways Program

Qualifications

Bachelor's degree required. Minimum of six credits of collegiate mathematics required. Spanish/English bilingual preferred. Basic skills testing required.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students.

Mathematical skills:

Ability to perform mathematical functions necessary to be able to teach math.

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 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 occasionally lift and/or move up to 25 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 normally low. Job performed indoors in a classroom environment with adult students individually and in groups. 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
tammyh@mesalands.edu

Application deadline: December 4, 2020

Employment preference will be given to qualified veterans.