



MESALANDS COMMUNITY COLLEGE

JOB VACANCY ANNOUNCEMENT

POSITION:	Allied Health & Phlebotomy Adjunct Faculty
APPLICATION DEADLINE:	Open Until Filled
ANNUAL SALARY RANGE:	Depending on Experience

The principle responsibility of an instructor will be teaching courses in the discipline(s) for which the instructor has the necessary qualifications. Performs any combination of the following tasks in conducting college courses and assisting the college in meeting its mission.

Essential Functions. The employee is responsible for the following:

Responsible for didactic and clinical portions of the curriculum in a Certificate/Associate Degree program. Instruction included, but is not limited to fundamentals of anatomy and physiology, medical terminology, clinical and administrative medical assisting, professional development, medical office computers, electronic medical records, medical technology, phlebotomy, and pharmacology.

In addition, job requires participation in developing and revising curriculum to meet program accreditation standards, counsel student and participate in student recruitment activities.

Responsibilities will include designing and preparing for course assignments, maintaining scheduled office hours, student performance assessments, student conferences, grading student work, providing academic advisement. It is expected that faculty maintain current professional standards and practices, as well as attend committee/department meetings, and support the mission of Mesalands Community College. Must be committed to serving a diverse college community.

Qualifications

Prefer one of the following: Bachelor's degree in nursing from an accredited university, paramedic certification with bachelor's degree, or associate degree with medical assisting certification. Credentials and certifications including BLS must be current.

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 reports and correspondence, and memos. 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 basic mathematical functions.

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 regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

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 from low to high. Job performed indoors in a classroom and studio environment with adult students. Some programs may require working outdoors.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request--also available online at www.mesalands.edu); unofficial copies of college transcripts; and list of three references, including name, address, and phone numbers. References and former employers will be contacted. Final applicants should be prepared to make a teaching presentation and complete a computer competency exam. Applications should be mailed or delivered to: Human Resources, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401. **Open until filled. Applications can also be emailed to. : tammyh@mesalands.edu.** When emailing applications, make certain to put the position you are applying for in the subject line

(575) 461-4413, ext. 213