



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Academic Enrollment Assistant
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	06/16/22
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	CAO & CCO

Summary:

Mesalands Community College is seeking a full-time Academic Enrollment Assistant who will assist the Chief Academic Officer and the Chief Communication Officer.

Duties:

- Entering data from forms, records and/or reports using ERP (Jenzabar) student information system
- Entering information from incoming student academic transcripts from including but not limited to High School Transcripts, GED, and Colleges.
- Scanning documents into the college imaging system.
- Review and process all new student documents related to college enrollment.
- Maintain record-keeping and filing systems.
- Managing processes related to the compliance, maintenance, and integrity of academic records, calendars, and reports with a view toward optimization.
- Analyzing data, such as student records, enrollment, course maps, grades, student surveys, and graduation requirements.
- Implementation of the commencement program and orientation.
- Assist with updating and maintaining admission checklists and policies for enrollment.
- Stays abreast of admission regulations, policies, and procedures.
- Assist colleagues with basic questions and concerns relating to student admissions status and navigating ERP (Jenzabar) system.

- Excellent oral and written communication skills.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Certificate of Proficiency in office occupations and/or at least three years related office experience and/or training
- Academic experience (quality matters, adjunct, faculty, registrar office, etc.)

Preferred Qualifications:

- Academic administration experience
- Bachelor's Degree

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. Possess excellent public speaking skills and ability to project a positive image for the college

Mathematical skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages and decimals.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Be able to deal with problems involving a few concrete variables in standardized situations. Be able to work with a wide variety of people and participate as a team member to accomplish multiple projects and goals. Must be able to organize tasks and activities essential to performing the specific duties and responsibilities of this job.

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.

Specific experience with file sharing and building using adobe acrobat pro.

Specific experience using GDrive and google file sharing.

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 employee is frequently required to talk and listen.

About Mesalands Community College:

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

Closing Date:

The position is open until filled

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if

selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment