



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Adjunct Instructors (multiple positions)
FULL-TIME/PART-TIME	Part Time
FLSA EXEMPT POSITION:	No
POSTED:	11/16/2022
START DATE:	Negotiable
LOCATION:	On and Off campus, Some remote opportunities
SUPERVISOR:	Chief academic officer

Summary:

Mesalands Community College is seeking part-time Instructors. Teach introductory and advanced classes. Participate in course development, assessment, accreditation, and planning activities. Be willing to teach online and/or blended courses. Participate in appropriate departmental meetings. Demonstrate a strong commitment to teaching and learning. Possess and maintain a thorough knowledge of the subject matter necessary to the assigned course load; and keep informed of current trends in the field of instruction. Demonstrate strong understanding and commitment to the community college mission. Meet other contractual obligations as spelled out in the adjunct faculty contract. Perform other duties as assigned. All employees have competitive salaries and potential for growth.

Adjunct Instructors are accountable for the following duties:

- Develop and maintain an environment conducive to the teaching/learning process
- Teach all classes according to the approved course syllabus using the assigned schedule
- Teach one or more subjects within prescribed curriculum using a variety of teaching methodologies to facilitate and engage students in the learning process
- Post and maintain office hours for student consultation
- Inform students about course requirements and other policies
- Communicate with students in a timely manner
- Keep students informed about academic progress through prompt grading of assignments and completion of evaluations
- Maintain timely and accurate student records, including attendance records and grades
- Participate in the evaluation of student progress and retention
- Maintain knowledge about college and department policies and procedures
- Demonstrate knowledge of the college and department student learning outcomes, curriculum model, and clinical expectations
- Remain current with contemporary trends and development in area of expertise and in approaches in taught discipline

- Perform other duties as may be required and commensurate with job description.

Qualifications:

Minimum Qualifications

- Bachelor's Degree in field of study required, Master's Degree in field of study preferred.
- Excellent oral, written, and interpersonal skills.

Preferred Qualifications

- Teaching experience at the collegiate level.
- Experience at the community college level.
- Experience in teaching online and/or using course management programs.
- Experience with traditional and non-traditional students from diverse backgrounds.
- Bilingual in English and Spanish

Physical Demands

- Standard classroom equipment and software.

Instructional Conditions

- Classroom, skills lab, and simulation teaching environment.
- Some remote teaching/learning opportunities

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.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/classroom work environment.
- May be required to instruct in a clinical setting.
- Light physical effort.
- Requires handling of average-weight objects up to 10 pounds.
- Must be able to stand or walk for entire class periods (approx. 4.5 hours at one time).
- May be required to travel to different sites according to class assignment.

About Mesalands Community College:

According to CNBC, Mesalands is the 9th best community college in the nation and is organizationally active with the American Association of Community Colleges, American Community College Trustees, and the League of Innovation as well as a number of state and local organizations. 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. Mesalands is fully-accredited by The Higher Learning Commission and the MCC staff includes members of the HLC Peer Review Corps.

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. Historic Tucumcari is a small, rural, 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, ranked 3rd nationally, hosts the Mesalands Dinosaur Museum of finds from local excavations. 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 hosts the Mesalands University Center where, through partnerships with Universities, students may begin at Mesalands, earn a microcredential, certificate, or degree, and transfer on-campus into the University Center where they may complete bachelors, masters, and doctoral degrees without leaving the Mesalands campus. Mesalands is a member of the NJCCA Athletic Conference for golf and cross country and NJCCAE for eSports. MCC is the proud home of nationally-ranked rodeo. MCC is a 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 with first review of applications will begin immediately.

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.

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

<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