



## MESALANDS COMMUNITY COLLEGE

### Position Announcement

<b>POSITION:</b>	Division Assistant (Two Available Positions)
<b>FULL-TIME/PART-TIME</b>	Full Time
<b>FLSA EXEMPT POSITION:</b>	Yes
<b>POSTED:</b>	March 21, 2022
<b>START DATE:</b>	Immediate
<b>LOCATION:</b>	On campus
<b>SUPERVISOR:</b>	Assigned Division Senior Administrator
<b>DIVISION:</b>	Varies
<b>HOURS:</b>	Monday-Thursday (10 hours/day)

#### **Summary:**

Mesalands Community College is seeking two full-time Division Assistants. A Division Assistant is an entry-level position at Mesalands Community College and performs any combination of the following tasks in support of the program and/or administrator or professional to which the Division Assistant is assigned. The Division Assistant must have excellent communication skills, attention to details, dependability, pride in one's work, a commitment to student success and customer service, a willingness to be collaborative, and contribute to a mutually-respectful, collegial, and fun work culture.

All employees have competitive salaries, excellent benefits and potential for growth. Mesalands operates on a four-day, ten-hour per day work week.

#### **Essential Functions. The employee is responsible for the following:**

- Assisting collegewide Administrative Assistants as needed.
- Greeting visitors, ascertaining nature of the visit and directing visitor(s) to appropriate person or area
- Answering telephone calls, giving information within authority, and/or routing calls to appropriate person
- Placing outgoing calls
- Opening and routing incoming mail, attaching appropriate file or other information if necessary
- Maintaining office filing system for correspondence and office documents
- Scheduling appointments
- Entering data into computer

- Compiling, typing, and formatting statistical reports and other reports, newsletters and documents
- Proofreading for typing, formatting, grammatical, and punctuation errors
- Operating office machines, including computer, printer, calculator, copier, and fax
- Assisting with College events including planning, preparing, and executing
- Performs duties specific to the division/department to which assigned
- Performs other duties as assigned.

## **Qualifications**

Required:

- High school diploma or equivalency
- Must be able to work independently and confidentially
- Computer competency
- Ability to use office equipment such as computer, calculator, copier, binder and fax machine
- Valid New Mexico driver license may be required
- A friendly, welcoming, positive, collaborative, and encouraging demeanor

Preferred:

- Associate Degree in Business or related field
- Bilingual in English and Spanish
- Office or administrative assistant experience
- Experience in or exposure to the community college environment desirable

## **Language skills:**

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

## **Mathematical skills:**

Ability to perform basic mathematical functions.

## **Reasoning ability:**

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. Reasonable keyboarding speed and accuracy will be considered in the screening process. Skills testing may be required for keyboarding, formatting, proofreading, and letter composition.

## **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 must have the physical ability or can be reasonably accommodated to complete the tasks of the job.

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 in a demanding, fast-paced environment where priorities must be set, and deadlines met.

## **About Mesalands Community College:**

According to CNBC, Mesalands is the 9<sup>th</sup> 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 3<sup>rd</sup> 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) evidence of a high school diploma or high school equivalency; 5) unofficial copies of college transcripts (if any). 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