



**MESALANDS COMMUNITY COLLEGE**  
Job Announcement

<b>POSITION:</b>	<b>Evening College Coordinator PART-TIME</b>
<b>HOURS:</b>	<b>5:00pm – 9:00pm</b>
<b>APPLICATION DEADLINE:</b>	<b>November 6, 2023</b>
<b>WAGE RANGE:</b>	<b>Dependent upon education and experience; salary competitive</b>

The principle responsibility of the Evening College Coordinator is to monitor College operations during evening hours. Performs any combination of the following tasks in support of the College.

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

- Monitors and provides support for evening/weekend operations of the College
- Enforces College policies
- Makes rounds of College buildings two to three times each evening
- Coordinates student activities for evening students
- Administers student evaluations of evening faculty
- Assists with evening enrollment and advising
- Enforces parking policies
- Performs other duties as assigned

**Qualifications**

High school diploma or equivalent required; associate degree preferred. One-year administrative experience preferred. Should have proven problem-solving abilities. The successful applicant will possess the ability to be flexible and communicate well with the administration, students, faculty, staff, and public. Experience in or exposure to the community

college environment preferred. Position may be required to work outside normal College operating hours and days. Holidays may vary from those published as College holidays. Valid New Mexico driver license required.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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 studio/classroom work environment.
- ❑ The studio classroom environment includes an outdoor foundry, kiln yard, outdoor shop facility, in addition to multiple indoor studios and fabrication labs.
- ❑ Requires handling of average-weight objects up to 10 -50 pounds.
- ❑ May be required to travel to support fine arts program needs.

### **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, 11<sup>th</sup> most affordable community college in the US, and 2<sup>nd</sup> 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 current curriculum vita; 3) A diversity statement that discusses the incorporation of the principles of diversity into your teaching, research, and service; 4) portfolio of student work.; 5) a completed Mesalands Community College Employment Application; 6) 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.