



MESALANDS COMMUNITY COLLEGE Position Announcement

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| POSITION: | Museum Aid |
| FULL-TIME/PART-TIME: | Part Time |
| FLSA EXEMPT POSITION: | No |
| POSTED: | 7/24/23 |
| START DATE: | Negotiable |
| LOCATION: | On Site at the Dinosaur Museum |

Summary:

The museum aide will be supervised by the Director of the Mesalands Dinosaur Museum and will perform duties in support of the museum.

Essential Functions. The employee is responsible for the following:

Greets visitors and rings up admissions and sales using the point of sale(POS) computer system
Assists customers as needed
Checks invoices and enters items into inventory using the POS system
Performs data entry for admissions and sales reports
Organizes and maintains Museum Shop merchandise storage room
Stocks the Museum Shop shelves
Performs light custodial duties as needed in both the Museum rooms and the Exhibit Hall
Assists in caring and cleaning of exhibits
Operates vinyl letter cutting equipment and computer do design, create, and apply labels and signs form Museum Shop and Exhibit Hall
Performs opening and closing procedures as needed
Performs other duties as assigned

Qualifications:

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

High school diploma or GED required; associate degree preferred. Must be familiar with retail point of sale systems and Microsoft Office products such as Word, Excel, and Publisher. Familiarity with computer graphic arts a plus. Familiarity with local attractions a plus.

Language skills:

Ability to read and comprehend complex instructions. Ability to effectively communicate in one-on-one and small group situations.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to react quickly and appropriately to emergency situations.

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 50 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 moderate to high. Job performed indoors and outdoors. May have to travel locally between work locations on a regular basis. Some out-of-town travel may be required. Schedule may include evenings and weekends and holidays and will include a regular Tuesday through Saturday schedule.

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, 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. Final applicants should be prepared to make a teaching presentation and complete a computer competency exam. 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.

<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.