



# MESALANDS COMMUNITY COLLEGE

## Position Announcement

**APPLICANTS MUST COMPLETE MCC APPLICATION TO BE CONSIDERED**

<b>POSITION:</b>	Academic Advisor
<b>FULL-TIME/PART-TIME</b>	Full Time
<b>FLSA EXEMPT POSITION:</b>	No
<b>POSTED:</b>	06/10/2024
<b>START DATE:</b>	Negotiable
<b>LOCATION:</b>	On campus
<b>SUPERVISOR:</b>	Executive Director of Admissions and Financial Aid
<b>DIVISION:</b>	Student Affairs

### **Summary:**

Mesalands Community College is seeking a full-time Academic Advisor. The Academic Advisor leads students to success through thoughtful and strategic course offerings. The Advisor must lead students to completion within the program's allotted pathway. The Academic Advisor registers students and assists faculty in advising. It is the Advisor's responsibility to maintain a connection with the student and act as a liaison for faculty.

All employees have competitive salaries, excellent benefits and potential for growth.

### **The Coordinator for Academic Advising is accountable for the following duties:**

- Provides academic counseling for students pursuing or considering majors, minors, certificates or microcredential. Guides students in planning their course of study in concert with the departments' curricular requirements; explains curriculum requirements and school and campus policies.
- Meets with students in groups and one-on-one to guide students in academic programs that will meet their educational or training needs and the requirements of their chosen major, minor, certificate, and/or microcredential.
- Assists students in making informed decisions about a choice of major and potential career (technical or occupational) or baccalaureate transfer; helps students to assess their interests, values, and academic skills and to understand these in relation to major choice and potential future career/higher education options.
- Teaches students how to navigate college systems, academic processes, and policies; empowers student accountability in academic decisions about courses, career direction, and long-term plans; and provides guidance on avenues for increased involvement as a Mesalands student and in the Mesalands College community.
- Refers students to appropriate campus resources, such as student support resources, career services, internship, overseas study opportunities, international education, Honors College, etc.
- Assists with registration and degree audits.

- Researches, recommends, or creates best practices for unit or campus initiatives, projects, processes, or programs and provides guidance to Faculty Academic Advisors.
- Roles above the Core career level may include expanded duties and leadership and/or higher expectations of performance in line with the campus advising ecosystem.

**Qualifications:**

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

- The ability to inspire people and foster an environment of positive employee engagement and trust
- Excellent communication skills.
- The successful candidate must possess professionalism and presentation skills.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

**Preferred Qualifications:**

- Preference for candidates who have worked in a Hispanic-Serving Institution or a Rural-Serving Institution or organization.
- Preference to candidates who are bilingual in English and Spanish.

**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.

**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 from low to high. Job performed indoors in a classroom and studio environment with adult students.

**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) 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