



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Academic Affairs Specialist
FULL-TIME/PART-TIME	Part-Time
FLSA EXEMPT POSITION:	No
POSTED:	06/20/24
START DATE:	07/09/2024
LOCATION:	On Campus
SUPERVISOR:	Vice President of Academic Affairs

Summary:

Mesalands Community College is seeking applications for a part time Academic Affairs Specialist. Academic Affairs Specialist are responsible for range of specialist duties related to the supporting the Academic Affairs division at Mesalands Community College.

Academic Affairs Specialist are accountable for the following duties:

- To provide general Academic Affairs office support related to supporting the Academic Affairs division, including clerical support, archiving, content preparation.
- Collaborates with instructors on creating independent course bundles for Correctional Education.
- Edits and develops online learning materials to better support instructional course delivery.
- Keeps current on LMS best practices to better support online content delivery.
- Designs training modules for creating LMS learning activities, assignments, and assessments.
- Assist the Academic Affairs division office in creating instructor's manuals, rubrics, and other teaching tools.
- Organizes and maintains course content repository of information related to Academic Affairs Correctional Education
- Performs other related duties as assigned.

Qualifications:

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

- Related work experience working with a community college
- Experience working within an office environment
- Experience working with Learning Management Systems such as: Moodle, Canvas, Bright Space
- Effective interpersonal and public speaking skills
- Effective organizational and planning skills
- Demonstrate initiative, follow-through, tact, diplomacy, and good judgment in dealing with

- constituents
- Use a variety of spreadsheet, word processing, google drive, adobe software, database, and presentation software

Educational Requirements:

- Associates degree

Language Skills:

Strong verbal, written, and interpersonal skills. 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, 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 organize and prioritize work and meet deadlines. 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 the Internet. Basic computer skills for maintaining records and reports.

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.

Work Schedule:

Will be required to work 25 hours per week which could include evenings, weekends, and holidays.

Closing Date:

The position is open until filled with first review of applications beginning 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. Use the following link to complete the Mesalands employment application.

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.