



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Health Science Programs Administrative Assistant
FULL-TIME/PART-TIME	Full time
FLSA EXEMPT POSITION:	No
POSTED:	06/10/2024
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	Director of Nursing Education and Allied Health Programs

Summary:

Mesalands Community College is seeking a full-time Coordinator for Health Sciences. Provides administrative support for the Health Sciences Department and the Director of Nursing Education and Allied Health Programs. Assists with recruitment, outreach, and conversion of prospective students at the College into Health Sciences Programs; collaborates with other College personnel including Marketing, Counselors, Advisors, Faculty, and Enrollment Services to operationalize initiatives; leads the COVID-19 Response Task Force and Mesalands' COVID-19 Emergency Response. This position is expected to work in a multi-cultural, diverse working environment. Employees have competitive salaries, excellent benefits and potential for growth.

The Administrative Assistant is accountable for the following duties:

- Develop Clinical Schedules for Nursing, Nursing Assistant, and Phlebotomy Programs
 - Coordinating with Health Science Director and faculty to review schedule and determine clinical needs for all Health Science students.
 - Contacting clinical sites to request clinical placements for all programs, all levels.
- Maintaining Clinical Compliance Records for Nursing, Nursing Assistant, and Phlebotomy Programs
 - Background Checks
 - Drug Tests
 - Immunization records
 - Physicals
 - TB tests
 - Liability Insurance
 - BLS certification
 - N95 fit test
- Maintaining Attendance Compliance Records for Nursing, Nursing Assistant, and Phlebotomy Programs

- Procurement Process Compliance for all programs.
 - Input Purchase Requests per policy
 - Obtaining the W9 information from a vendor when needed
 - Once Purchase Order is approved, place the order with the vendor using approved PO number.
 - Making sure all supplies and/or equipment ordered is received and entered into inventory.
 - Notify Accounts Payable personnel that it is okay to pay invoice.
- Assist faculty with class preparation as needed:
 - Supplies for lab
 - Set up for Simulation.
 - Copies
 - Classroom set up.
- Other duties as assigned.

Qualifications:

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

- 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.
- Valid New Mexico driver license required.
- The successful candidate must possess professionalism and exemplary communication 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 hold an associate's degree.
- Preference for candidates with at least one year of administrative experience.
- Preference for candidates who have worked in a Hispanic-Serving Institution or a Rural-Serving Institution.
- Preference for candidates with leadership experience including committee leadership or special project assignments.
- Preference to candidates who have experience with or embrace a student success agenda through guided pathways.
- Preference to candidates who have a working knowledge of Jenzabar, Workday, and Google Applications.
- Preference to candidates who are fluently 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:

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, 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. 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