ANNOUNCEMENT OF POSITION VACANCY
Technical Instructor of Administrative Office Technology

SUMMARY: Reporting to the Director of Instruction, this position is responsible for development, implementation and on-going instruction in the office administrative program. This full-time faculty member will follow Colorado Mesa University guidelines for employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- teaching course curriculum at the associate degree level
- curriculum development
- course/program scheduling
- classroom/lab equipment maintenance
- ordering supplies and equipment
- recruiting and advising students; assisting with student placement
- marketing the Administrative Office Technology program
- performing course/program assessments
- developing and maintaining a program advisory committee, meeting at least twice a year
- assisting with open houses and orientation
- maintaining intent to graduate forms
- assisting with the program budget and requests for budget changes
- other related duties as assigned

EDUCATION & EXPERIENCE: A Bachelor’s degree in related field is required; Master’s preferred. Microsoft, Excel, internet and general computer knowledge required. Teaching experience at the community college level preferred. Administrative experience in office settings helpful.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time faculty position to begin August, 2016.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by May 25, 2016.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:
Mail to:
Technical Instructor of Administrative Office Technology
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

Pos. No.: L00008    #1776