Title
Program Manager/Assistant Professor of Business

Employer
New Mexico State University Grants Campus

Effective Date
August 19, 2013. This position is open until filled.

Salary
Salary is commensurate with education and experience. This is a full-time nine-month tenure track position that serves as Business Program Manager for added compensation with the possibility of summer employment and pay for overload teaching.

Personal
The ideal candidate will provide expertise in the field of Business education by demonstrating the following: knowledge of business content; effective teaching techniques adaptable to a variety of learning styles; excellent written and oral communication skills; professional networking; creativity, collegiality; and a willingness to work in a rural, culturally diverse, open admission community college environment.

Qualifications
Required: A Master’s Degree in Business Administration, Accounting or a related field, and two years of full-time teaching or the equivalent work experience by date of hire are required
Preferred: Applicants with the following qualifications will be given preference: a doctorate in business or a related field; three or more years of related experience; qualifications to teach Accounting, qualifications to teach Business Law; qualifications to teach Economics, experience in teaching and curriculum development at the post-secondary level; expertise in student learning outcomes assessment; experience working in a rural and culturally diverse open admission community college setting; and experience teaching online with course management systems such as CANVAS for delivery of instruction.

Job Description/Responsibilities
Teach 15 credit hours per semester/30 credit hours per academic year over two regular semesters or the equivalent that includes: Accounting (ACCT), Business Administration and Economics (BUSA) Occupational Education Business (BMGT), Economics (ECON), Finance (FIN), and other related courses. The teaching schedule may include day, evening, weekend, off-site, dual credit, as well as blended/hybrid or completely on-line courses. This position of Business Program Manager also has the following duties: design, implement, assess, and evaluate curriculum; develop and employ student learning outcomes assessment; recruit, advise, and mentor students; maintain student records; recruit, schedule, monitor and evaluate part-time faculty; serve on college committees; provide information and reports requested by university administration and staff in a timely manner; network with local and regional agencies and organizations; and other related duties as assigned.

Benefits
Group medical, dental, hospital, and life insurance; state educational retirement, employee or spouse partial tuition wavier, reduced tuition for dependent children at NMSU.

Reply to
Janie Gutierrez, NMSU Grants Campus 1500 Third Street, Grants, New Mexico 87020, e-mail janieg61@nmsu.edu, telephone 505-287-6625, FAX 505-287-2329.

Application
Review Date: Initial review of applications will begin Friday, March 22, 2013. This position is open until filled. Completed applications received after March 22, 2013 may be considered. A complete application consists of (1) signed letter of application, (2) detailed resume, (3) set of all post-secondary transcripts*, and (4) a list of three current professional references (include titles, addresses, daytime telephone numbers, and email addresses.) Incomplete or late applications will not be considered.
Offer of employment contingent upon verification of applicant’s eligibility for employment in the U. S., receipt of official transcripts, and on availability of funds.
*Photocopies of transcripts are sufficient for applications: however, two official transcripts of all post-secondary education from regionally accredited U. S. institutions must be submitted prior to employment.

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