

Adjunct Instructor of EMT Job Description

Required: An Associate's degree with minimum two years' experience working in an emergency medical setting. **Preferred:** Bachelor's degree in related field with four years working in various roles in an emergency medical setting. Academic preparation and teaching experience in areas of Emergency Medical Services. Willingness to stay up-to-date on current trends in emergency medical procedures and practice. **Equivalency:** Any equivalent combination of education, training and/or experience as approved by Human Resources Department.

General Information of Campus:

Since 1950, Southeast New Mexico College (formerly New Mexico State University Carlsbad), an independent college formed by House Bill 212, has been serving Carlsbad, Eddy County, and southeast New Mexico with affordable education and a community-minded approach to preparing students for success in their careers. We take pride in our diverse group of students, faculty, and staff members. With our variety of associate degrees and certificates, SENMC is here to help you pursue your educational goals. From business to nursing and welding to history, we will assist you in professional development, transfer to a 4-year university with an Associate degree, personal enrichment, distance/online learning, and adult basic education—all at an inexpensive cost and convenient schedule that fits into your life.

Position Summary:

Southeast New Mexico College formerly New Mexico State University Carlsbad is seeking applications for adjuncts (part-time) of Emergency Medical Technicians (EMT). The accepted job candidates will teach courses in EMT. Adjunct faculty members are responsible for delivering curriculum, providing instruction, and performing student-learning assessments. The qualified adjunct will be teaching one day/week but teaching days are flexible (Dates may change and are approved by the VPAA).

Affirmative Action Statement:

SENM is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, military or veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law.

Special Instructions to Applicants:

Submit Application, Resume/CV, Cover letter, and unofficial transcripts to hr@senmc.edu.

Work Environment and Physical Demand:

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal
- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy
- Work a fluctuating work schedule

Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.

Acceptance:

By my signature below, I certify that I have read my job description, understand my assigned duties, and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. In order to meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

Accepted and agreed by:

Employee

Signature: _____ Date: _____

Printed Employee Name: _____

Witnessed by:

Supervisor

Or HR Signature: _____ Date: _____

Printed Supervisor or HR Name: _____

Job Title: _____