

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: October 11, 2013

Deadline Date: Position is open until filled, yet applicants are encouraged to submit a complete application by November 1, 2013 when review of applications will begin.

Position: Visiting Assistant/Associate Professor of Accounting

Rate: Minimum Starting \$55,000

Department: School of Business

Reports To: Dean, School of Business, Media and Technology

Job Location: Las Vegas and/or Rio Rancho New Mexico

Employment Duration: January 12, 2014 through May 14, 2014, with the potential for contract extension for 2014-2015.

SUMMARY: The faculty member will be responsible for providing valuable contributions to the ongoing growth and stability of a quality university major in Accounting through excellence in teaching, service, mentoring, and advising.

DUTIES & RESPONSIBILITIES: Faculty contractual duties include, but are not limited to:

- Teach (normal teaching load of 24 credit hours per academic year);
- May be assigned to teach evening and/or Saturday classes, courses via ITV, and/or develop and teach online courses;
- Prepare and deliver lectures to students;
- Compile bibliographies of specialized materials for outside reading assignments;
- Stimulate class discussions;
- Compile, administer, and grade examinations, or assigns work to others;
- Direct research of other teachers or graduate students working for advanced curricula, and acting as adviser to student organizations;
- Hold office hours as required;
- Advise students on academic and vocational curricula;
- Direct student research, independent study etc.,
- Serve on departmental or university committees;
- May supervise work study students;
- Maintain regular attendance;
- Perform other related duties as assigned.
- Travel to external centers or other NMHU locations for student advisement and teaching

MINIMUM JOB REQUIREMENTS

- **EDUCATION:** MBA plus BBA in Accounting, or Master of Accounting
- **EXPERIENCE:** Three (3) years in Accounting
 - **PREFERRED**
 - Teaching and recent professional accounting experience
 - CPA Licensure

KNOWLEDGE, SKILLS AND ABILITIES

- Skill and expertise in the classroom.
- Ability in the use of technologies and/or strategies to enhance pedagogy.
- Ability to work effectively with a culturally-diverse student body.

- Ability to develop effective methodology for the integration of teaching;
- Ability to demonstrate excellent interpersonal skills;
- Ability to demonstrated excellence in communication skills.

PHYSICAL REQUIREMENTS:

- Minimal physical requirements.

WORK ENVIRONMENT:

- Work is performed in an office/classroom setting.

For more detailed information regarding the position you may contact Dr. Margaret Young: 505 454-3004 or Young_m@nmhu.edu

APPLICATION PROCEDURE: Candidates must submit 1) a letter of application describing teaching and academic interests, 2) curriculum vita or resume, 3) unofficial copies of advanced degree transcripts, 5) name/address/phone number of 3 professional references.

References will be contacted in conjunction with on campus interview and official transcripts should be requested upon acceptance of the on-campus interview.

**New Mexico Highlands University
Human Resources
Visiting Professor of Accounting
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: jobs@nmhu.edu

**For disabled access or services call 505-454-3242 or TDD 505-454-3003.
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