

NEW MEXICO HIGHLANDS UNIVERSITY
PUBLIC VACANCY NOTICE

Posting Date: May 2, 2013

Deadline Date: Position is open until filled, yet applicants are encouraged to submit a complete application by June 7th, 2013 when review of the applications will begin.

Position: Visiting Instructor of Spanish

Rate: Minimum Starting \$ 45,000

Department: History, Political Science, Languages, and Culture

SUMMARY: The faculty member will be responsible for teaching all levels of undergraduate courses in Spanish language and culture according to the needs of the Spanish program.

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 WEB CT courses.
- Hold office hours as required;
- Maintain regular attendance;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- **EDUCATION:** Master of Arts in Spanish
- **EXPERIENCE:** Experience teaching undergraduate Spanish language and culture courses.
- **Preferred:**
 - Experience with computer-integrated-language-learning methods.
 - Experience with Distance and Technology Education delivery systems;

EMPLOYMENT REQUIREMENTS

- None

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;
- Demonstrated excellence in communication skills.

PHYSICAL REQUIREMENTS:

- Minimal physical requirements.

WORK ENVIROMENT:

- Work is performed in an office/classroom setting.

For more detailed information regarding the position you may contact Dr. Verónica Saunero-Ward: 505 454 3114 or vsaureroward@nmhu.edu.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of application describing teaching philosophy, 2) curriculum vita, 3) University employment application, 4) unofficial copies of advanced degree transcripts, 5) copies of Student Evaluations, if available and 6) three letters of recommendations.

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 Spanish Professor Search
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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