



Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 885-4951

Instructor or Assistant Professor of Surgical Technology and Program Coordinator

Required Qualifications:

- Associate Degree in Surgical Technology with a CST (ST-C) or First Assist Certification, or health related Bachelor's Degree, such as a BSN, plus Operating Room or Med Surg. Experience.
- Surgical Technology academic credentials must be from a nationally recognized and accredited credentialing agency. Maintaining licensure as necessary during employment is required.
- Three (3) - Four (4) years of experience in the operating room.

Preferred Qualifications:

- Master's degree in related field. Experience with distance learning and learning
- Experience using online learning management systems (LMS)
- Minimum of 1 year teaching in the field of surgical technology
- Surgical supervisory experience
- Excellent communication and interpersonal skills and a demonstrated commitment to the college philosophy of education
- Show an appreciation for and understanding of the unique needs of student in both academic and vocational disciplines

Rank: Instructor or Assistant Professor DOE

Tenure Status: Tenure Track

FLSA Status: Exempt

Salary: \$51,641 - \$58,398 DOE

Primary Activity: Exclusively for Credit

General Information of Campus:

Since 1950, Southeast New Mexico College formerly NMSU Carlsbad 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, SEMNC is here to help you pursue your educational goals. From business to nursing and welding to history, we'll 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.



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Purpose and Scope:

Will be assigned to teach on a 9-month contract of 15 credit hours per semester. Will monitor student clinical rotations by communicating regularly with clinical preceptors and site supervisors. Maintain and submit accurate program records according to established deadlines. Coordinate the development and implementation, evaluation, selection and revision of program curricula, textbooks and course content in accordance with program standards, institutional needs and evolving changes within the health care industry. Perform other professional duties to support instruction and college goals as assigned.

Teaching assignments are on a nine (9) month contract plus potential summer courses and may include 15 credit hours per semester; in addition to duties associated with advising students, professional development, curricular enhancement, institutional governance, mentoring part-time faculty and community opportunities are expected.

Duties and Responsibilities:

- This position will have full-time teaching responsibilities in the areas of surgical technology.
- The position includes the teaching of theory and surgical technology, medical/surgical nursing and assisting with curriculum development.
- Assume duties and responsibilities required of all faculty members including evening and weekend instruction as needed to meet student needs
- Plans, designs, and provides clinical and/or laboratory instruction which reflect an understanding of the program's objectives and curriculum. Evaluates student achievement of curricular and course objectives and learning outcomes related to surgical technology knowledge and practice.
- Participates in advising and guidance of the students.
- Hold office hours for the purpose of meeting with students to provide individual instruction, guidance and remediation.
- Assists in curriculum design, implementation, and evaluation.
- May assist in the development, evaluation, and revision of student admission, progression, retention and graduation policies within the policies of the institution.
- Contributes to the program, department, and college activities and initiatives including participating in program and department faculty meetings and serving on committees and participating in university functions.
- May participate in graduation ceremonies.
- May participates in faculty recruitment and interview activities.
- Other duties as assigned in response to a rapidly changing environment, including but not limited to: developing collaborative partnerships with clinical sites, expanding clinical sites, job placement, certification exam preparation, and participating on the Surgical Technology Program Advisory Board



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Knowledge, Skills, and Abilities:

- Ability to accomplish organization objectives by organizing and monitoring work processes
- Proficiency in MS Office, MS Word, MS Excel, MS PowerPoint
- Established leadership skills including the ability to manage stakeholder groups; ability to work collaboratively with multiple partners, including employers, community colleges, government entities, policy decision makers, community-based non-profit organizations, job seekers and other key stakeholders
- Excellent communication skills; keen appreciation for follow up, follow through, and attention to detail
- Ability to work independently and without supervision
- Experience working in and with industry; good working knowledge of the region's high demand industries especially as it relates to the workforce needs of employers design; knowledge of training systems
- Exceptional oral and written communication skills, including writing, editing and making presentations to groups and individuals.
- Ability to foster a cooperative work environment.

Affirmative Action Statement:

Southeast New Mexico College is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity. SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam era/disabled veteran status, gender identity or expression, or any other non-job related criteria.

Special Instructions to Applicants:

Submit Resume/CV, Cover letter, Three (3) references, and unofficial transcripts to hr@senmc.edu. Finalists will be asked to demonstrate their teaching skills during the interview process.