

JOB DESCRIPTION:	Applied Tech Lecturer/Recruiter		
DEPARTMENT:	Applied Technology		
REPORT TO:	Director of Applied Technology		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	# 607000	DATE APPROVED:	06-JUL-2020
		DATE MODIFIED:	28-MAY-2025

SUMMARY: Provide expertise and support in the planning, implementation, and evaluation of the assigned curriculum within the Applied Technology program.

DUTIES:

1. Teaches all your classes at the assigned times and provide support to the students enrolled in the classes.
2. Submits your class syllabi and class book list to the Department Office by the dates specified.
3. Delivers the content for the assigned classes, provide guidance on required assignments and grade assignments.
4. Ensures that each program/class contains essential curricular components, has appropriate content and pedagogy, and maintains currency.
5. Maintains regular office hours for students to be able to address concerns and questions.
6. Submits final grades by the date specified in the official Applied Technology calendar.
7. Creates and maintains a safe environment at all times for student, staff, and visitors.
8. Manages tools assigned to the classroom and issue, inspect, repair, and teach proper handling of tools.
9. Maintains classroom equipment through evaluation, inspection, parts ordering, and repair.
10. Assists in recruitment, advising and retention of students for the Applied Tech Programs.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Associate's degree with 4 years of experience in related field. Minimum of one AWS Certification/NCCER trainer Certification in Welding and Electrical preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications (Word & Outlook).
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)