



ENMU-Ruidoso Branch Community College

709 Mechem Dr., Ruidoso, NM 88345 - 575.315.1120 - ruidoso.enmu.edu

Commercial Driver's License (CDL) Instructor - Scope of Work

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Eastern New Mexico University-Ruidoso Branch Community College (ENMU-Ruidoso) is seeking a qualified candidate to fill the position of Instructor for the CDL Class A program. The position is open until filled.

This individual will be responsible for, but not limited to, the following: Teach the Commercial Driver's License (CDL) Training Program/courses, as well as prepare students for the New Mexico CDL written examination to obtain the Class "A" CDL operator License. Give students in classroom instruction and hands-on experience behind the wheel. Other essential duties include the preparations of lesson plans and syllabi, maintaining equipment, supplies, and lab facilities, recording grades and attendance and coordination with part-time instructors. And perform other duties as assigned or deemed necessary.

Class schedules will vary.

This is a non-credit teaching position, as an independent contractor. Noncredit instructors carry no commitment on the part of Eastern New Mexico University-Ruidoso (ENMU-Ruidoso) for employment beyond each specific event and at each specific position for which you are hired.

ESSENTIAL FUNCTIONS

- Teach CDL courses
- Create a focused and engaged learning environment
- Prepare lesson plans, recording grades and attendance
- Support the academic success of our students
- Prepare students for a career as a CDL driver
- Prepare students to pass industry certification exams
- Coordinate with part-time instructors
- Maintain equipment, supplies, and lab facilities
- Create and maintain a safe learning environment

REQUIRED QUALIFICATIONS:

- Must possess and maintain a valid class A CDL and a satisfactory driving record.
- Behind the Wheel Instructors must have at least 2 years' experience driving a commercial motor vehicle OR 2 years' experience as a behind the wheel training instructor.
- Must pass background check and drug test

- Must be at least 21 years old.

PREFERRED QUALIFICATIONS:

- Teaching Experience.
- 5 years paid industry experience as an automotive technician.
- Excellent communication skills.
- Computer applications experience related to the work.
- Considerable knowledge of CDL requirements and equipment.
- Ability to maintain accurate records, assemble and organize data, and prepare reports.
- Highly organized, safety conscious and detail oriented.
- Able to work effectively with diverse groups.

Working Conditions

Work is one both indoors and outdoors, requires lifting up to 80 pounds, carrying objects of up to 50 pounds.

Work is performed in a non-smoking facility.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

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ENMU-Ruidoso reserves the right to cancel, change, or close any advertised position at any time. The decision to do so will be based upon the needs of the University and the final determination will rest with the President.

APPLICANTS ARE RESPONSIBLE FOR SUBMITTING COMPLETE APPLICATIONS

Application Information

Required Documents:

Letter of Interest

Resume / Curriculum vitae

Applications should be emailed to Community.Development.Ruidoso@enmu.edu

For any other inquires please contact the Office of Community Development at 575-315-1213.