



Adult Education Center  
280 La Entrada  
Los Lunas, NM 87031  
Telephone: (505) 925-8920  
FAX: (505) 925-8924  
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Dear Applicant:

Thank you for your interest in teaching for the Adult Education Center. The Adult Education Center employs part-time faculty on a Non-Credit Agreement typically for each semester: summer, fall and spring. Courses for General Education Development (GED) instruction are in reading/writing or math at different levels. Courses for English as a Second Language (ESL) cover all related skills and are often multi-level courses with some division of beginning and intermediate/advanced levels. GED courses are also offered in Spanish and are multi-level courses that cover all subjects.

Minimum requirements are a Bachelors Arts/Science in Secondary or Adult Education, TESOL, Mathematics, English or a related field and 3 years experience in adult basic education and/or developmental education. In lieu of degree, directly related experience can be substituted on a year-for-year basis. An emphasis is placed on transitioning students from the program to postsecondary education and/or employment.

Applications must be accompanied by a current CV with three professional references. Official transcripts must be presented by the time of the interview. In addition to submitting an application, potential instructors must also complete the Adjunct Faculty Bid Form that can be found online at <http://www.unm.edu/~vclasses/schedule/index.html>.

The hourly rate of pay ranges from \$27 - \$33 per contact hour based on degree.

If you have any additional questions, please feel free to contact me.

Sincerely,

Tina L. Newby  
Manager