Pre-Freshman Engineering Program (PREP)
Instructor Job Description

**Background:** The College of Engineering at New Mexico State University is the Affiliate University for Project Lead the Way (PLTW). The PREP program focuses on project based learning activities and engineering innovation. PREP’s goal is to help these students gain the knowledge and interest to pursue careers in science and engineering.

**Employment Dates:** May 27- June 12, 2015
**Dates of PREP Operation:**
- Week 1 - June 1-5
- Week 2 - June 8-12

**Program Operation:** Below is a tentative daily schedule (Monday - Friday) for the summer program:

- 8:30am Staff Meeting
- 9:00-3:30pm PREP 1
- 9:00-3:30pm PREP 2

**Duties and Responsibilities of a Program Instructor:** Program instructors will be responsible for curriculum development prior to student arrival. Curriculum must be taught in project-based learning style. PREP curriculum will be developed by the instructor focusing on engineering design and development using the College of Engineering laboratories.

- Attend daily staff meetings and/or planning sessions.
- Formulate lesson plans.
- Prepare evaluation instruments.
- Assist with special PREP activities.
- Work with program teaching assistants daily to develop and coordinate lesson plans for effective instruction.
- Perform other duties as assigned by the director.

New Mexico State University will not discriminate on the grounds of race, creed, sex, color, age, handicap, religion, or national origin of any applicant.

If you are a first time applicant and do not already work at NMSU: please request official transcripts from the universities that you attended so that you may bring them with you should you be chosen for an interview.

Please submit the PREP Instructor application and a one page resume by April 27, 2015 to:
Mailing Address:

Elizabeth Franzoy/Tracey O’Neil PREP
College of Engineering
New Mexico State University
MSC 3449, Box 30001
Las Cruces, NM 88003
2015 PREP INSTRUCTOR APPLICATION

Please Print or Type:

1. FULL NAME  ____________________________________________________________________________________________________________________________
   LAST FIRST MI
   PLEASE CHECK APPROPRIATE TITLE: ( ) Dr. ( ) Mr. ( ) Mrs. ( ) Ms. ( ) Other:

2. CURRENT PHONE NO.: ( _ _ _ ) _ _ _ - _ _ _ _ PERMANENT PHONE NO.: ( _ _ _ ) _ _ _ - _ _ _ _

3. CURRENT MAILING ADDRESS: _________________________________________________________________
   STREET CITY STATE ZIP

4. PERMANENT ADDRESS: _________________________________________________________________
   STREET CITY STATE ZIP

5. EMPLOYMENT JOB TITLE: _________________________________________________________________/EMPLOYER:

6. WORK ADDRESS: _________________________________________________________________
   Company Name (indicate school name, if applicable) Department
   Street Address City State Zip

7. WORK TELEPHONE NUMBER: ( _ _ _ ) _ _ _ - _ _ _ _ E-MAIL ADDRESS: ____________________________

8. IMMEDIATE SUPERVISOR’S NAME AND TITLE: __________________________________________

9. ACADEMIC PREPARATION:
   College/University Year Graduated Degree Earned Major
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

11. TEACHING CERTIFICATE (Y/N)? _______ DATE OF CERTIFICATION: __________
   TEACHING EXPERIENCE (# OF YRS): __________

12. WHAT DATES ARE YOU AVAILABLE TO WORK? FROM _____/_____/______ TO _____/_____/______

13. HOW WERE YOU REFERRED TO PREP? ____________________________________________________

14. WHAT LEVEL OF PREP WOULD PREFER TO TEACH? _________________________________________

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT ANY FALSE STATEMENTS MADE HEREIN WILL VOID THIS APPLICATION AND ANY ACTIONS BASED ON IT. I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT TENDERED ME IS CONTINGENT UPON MY AGREEMENT TO ABIDE BY THE RULES AND REGULATIONS OF NMSU AND PREP.

SIGNATURE OF APPLICANT: ___________________________ DATE: ___________________________

FOR OFFICE USE ONLY: SSN/Banner EMP. DATES: