



TRAINING & OUTREACH

training made to fit

Welcome to the New Mexico Junior College Training & Outreach Facility!

Adjunct/Contracted Instructor General Information

We offer programs for people who want to explore new educational areas, and develop an individual's skills for both professional and personal reasons. Every effort is made to create an environment that is affable as it enhances the learning experience.

NMJC Training & Outreach develops and administers classes, workshops, licensure and re-licensure classes, skills upgrading and leisure time offerings each year. Programs vary in length and time and are usually offered as part of a session. We welcome and encourage inquiries and suggestions from the community regarding future planning of future classes and programs. Programs are added as needs and interests are identified. If you have a new course idea, or have a friend/associate who would like to teach, you are encouraged to contact us to explore the possibility of offering the class.

The participants of our classes include employees of businesses, industry and non-profit organizations, professionals and anyone in the community wishing self improvement or leisure time enjoyment and learning. Learners range from high school students to Senior Citizens.

Classes are held mainly at the New Mexico Junior College Training & Outreach Facility, but can also be held in other locations if needed.

Sessions range in length. For general scheduling purposes the time frames are:

Fall - September through December

Spring - January through May

Summer - June through August

The fees for our courses vary according to the number of class hours, facilitator costs and materials. Every effort is made to keep fees affordable.

Our staff will contact you each term about your interest and availability in facilitating upcoming classes. You will be contacted well ahead on the term start date to support the lengthy process of inputting your information and creating the catalog.

NMJC Training & Outreach provides marketing for contracted courses.

Learners have a variety of options available to register for our classes: by phone, mail, fax, in-person, and/or online.

Payment for instructor services will be submitted after the end of the course.

Special contracted agreements will be required.

To submit your information and course profile, please see page 2.

www.mytrainingmadetofit.com



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If you are interested in becoming an instructor. Please submit the following information.

Date: _____

Name: _____

Address: _____

Phone: Day _____ Night _____

Course Title: _____

Course Description: Attach to this form.

Instructor Resume: Attach to this form.

Proposed Schedule: Attach to this form.

Material Fees: \$ _____

Maximum Class Size: _____

Minimum Class Size: _____

Send this form with the attached documentation to:

New Mexico Junior College Training & Outreach
Attn: Workforce Training Coordinator
5317 N Lovington Hwy
Hobbs, New Mexico 88240

An incomplete form will not be reviewed. Selected instructors will be contacted for further interviews

For additional information contact:

New Mexico Junior College Training & Outreach
5317 N Lovington Hwy
Hobbs, New Mexico 88240
575.492.4709 fax 575.492.4727