**Medical Assisting Instructor, Adjunct (PT)**

Dougherty County Campus

Albany Technical College seeks a part-time instructor for the Medical Assisting Program. This position is based at the Dougherty Campus and may require occasional travel within the local Service Delivery Area. The instructor will be responsible for delivering instruction, developing and modifying educational materials, and ensuring that training meets both program objectives and student needs.

Under general supervision, the instructor will prepare lesson plans for classroom instruction in technical/occupational courses, develop course syllabi, and evaluate students' progress in meeting program goals. Responsibilities also include requesting and maintaining supplies and equipment, ensuring compliance with program certification requirements, and preparing necessary documentation and administrative reports. The instructor will participate in staff development training, workshops, seminars, and conferences while ensuring safety and security in the training area.

Additional duties include meeting with students, staff, and educators to support student success, assisting with recruitment, retention, and job placement efforts, and maintaining program standards by engaging with advisory committees and local employers. Candidates must have strong interpersonal, verbal, and written communication skills and be proficient in Microsoft Office, including Word and Excel.

**Minimum Qualifications:** The candidate must possess an associate degree from an accredited college or university, \*AND\* a Certified Medical Assistant (CMA), Registered Medical Assistant (RMA) or be a Registered Nurse (RN).

**Preferred Qualifications:** Preference will be given to those candidates who possess teaching experience, traditional and online; a graduate of a medical assisting program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES).

**Physical Demands:** Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion may be used for data entry purposes.

**Salary/Benefits:** This position does not include insurance benefits; work hours will not exceed twenty-nine (29) hours per week. Salary range is commensurate with education and work experience.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |