

<b>Job Title</b>	Lab Instructor, Medical Assisting
<b>Department</b>	Allied Health Sciences and Nursing
<b>Reports To</b>	Dean, Allied Health Sciences and Nursing

### EMPLOYMENT TERMS

Adjunct
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### Qualifications

<b>Education</b>	A minimum of an associate degree in Medical Assisting or a related field and instruction in educational theory and techniques (e.g. college courses, seminars or in service sessions on topics such as learning theories, curriculum design, teaching strategies, assessment methods).
<b>Professional</b>	Current certification as a Medical Assistant granted by a credentialing organization accredited by the National Commission for Certifying Agencies (NCCA).
<b>Experience</b>	A minimum of one year of full-time work experience in healthcare, including a minimum of 40 hours of experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants. Must be current and competent in the MAERB Core Curriculum objectives.
<b>Desirable Knowledge, Skills, and Abilities</b>	Effective communication skills. Knowledgeable about methods of students' evaluation Competent computer skills and ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint). The ability to implement technology into instruction.

### Responsibilities

<ol style="list-style-type: none"> <li>1. Assists the course instructor with the day-to-day activities and services of the Medical Assisting lab area including scheduling, lab set-up, and management of lab equipment and supplies.</li> <li>2. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices.</li> <li>3. Maintains and files course documents in accordance with the College and Medical Assisting program policies and procedures.</li> <li>4. Proctors tests/examinations.</li> <li>5. Conducts periodic inventory of lab resources.</li> <li>6. Performs other duties as assigned by the course instructor and/or or Medical Assisting Department Head.</li> <li>7. Maintains credentials required for the position and profession.</li> <li>8. Demonstrates respect for students as individuals.</li> <li>9. Direct student learning and assess student progress in achieving the requirements of the program in the appropriate learning domains.</li> <li>10. Performs other duties as assigned.</li> </ol>
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### APPLICATION DEADLINE: Until filled

Applications are submitted <b>on-line only</b> at <a href="http://www.augustatech.edu">www.augustatech.edu</a> .
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**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. *(Will be conducted by Augusta Technical College)*

**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

Hourly

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