



Position Announcement March 2026

Position:	Medical Assisting Instructor
Position Status:	Adjunct
Application Deadline:	Open Until Filled
Primary Work Location:	Macon Campus
Projected Work Schedule:	Days/Evenings

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following March 25, 2026 based on candidate selection.

Position Summary:

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve teaching traditional day and/or evening classes or online classes and will require travel to the clinical sites.

Major responsibilities may include, but are not limited to, the following:

- Teaches program courses in a classroom/lab/clinical environment.
- Supervises lab for proper use, safety, security, and maintenance.
- Evaluates students for clinical competency and readiness.
- Responsible for academic/career advisement.
- Completes all assigned trainings in a timely manner.
- Recommends and/or informs Program Chair, Division Head and/or Academic Affairs Dean of disciplinary matters related to program personnel and/or students.
- All other responsibilities as assigned.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Associate degree in medical assisting or nursing from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three (3) years of full-time, paid, work experience in field
- Documented Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA)
- Documented current BLS Provider

Required Documentation: *Candidate must upload all required documentation to the CGTC applicant portal:*

- Current Resume
- Completed CGTC Job Application
- **ALL** transcripts from any academic institution in which post-secondary credit was earned and also which show all conferred educational degrees. Unofficial copies are acceptable as part of the employment packet, diploma copies are not accepted in lieu of a transcript.

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Earned Bachelor's degree in the teaching discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented teaching experience at the postsecondary level/prior teaching experience in medical assisting

Projected Work Hours/Location

This position is projected to work during the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings may be required as needed. Position will be located on the Macon Campus; based on the academic term scheduling, may require travel to other assigned locations as needed.

The following is based on current schedule planning, actual schedules may vary each academic term and may also include teaching online.

Milledgeville campus

MAST 1170 Medical Assisting Externship (clinical) 9:00 a.m. to 4:00 p.m. (time may vary)

MAST 1180 Medical Assisting Seminar Mondays 8:30 a.m. to 10:30 a.m.

Macon campus

MAST 1090 Medical Assisting Skills II, Monday, Tuesday, Wednesday 9:00 a.m. to 1:30 p.m.

MAST 1170 Medical Assisting Externship (clinical) 9:00 a.m. to 4:00 p.m. (time may vary)

MAST 1180 Medical Assisting Seminar Mondays 3:00 p.m. to 5:00 p.m.

Warner Robins campus

MAST 1090 Medical Assisting Skills II, Monday, Tuesday, Wednesday 9:00 a.m. to 1:30 p.m.

Teaching assignments may include teaching and required travel to one or more campus/site locations, to include dual enrollment programs and assigned locations, or any combination thereof, and may include a combination of face-to-face and distance instructional delivery methods. Faculty may be assigned to any campus/site based on the business needs of the college.

Salary / Benefits:

This position is paid a set fee per course and \$25 gross per hour for clinicals. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.