



## **Emergency Medical Services (EMS) Clinical Lab Adjunct**

**Part Time**

**Multiple Campuses**

### **Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of EMS Clinical Lab Adjunct. This position may require to travel to other campuses to meet operational requirements. The EMS Clinical Lab Adjunct will report to the Dean of Nursing and Health Technologies. This position performs routine student clinical visits, along with standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of laboratory equipment, inventory and requisition of supplies, assisting faculty in supervision of students assigned to laboratories, and other related duties and is employed on an individual academic term basis.

### **Duties/Responsibilities:**

- Schedule student clinical rotation at various clinical sites.
- Visit clinical facilities to check student progress and verification of participation
- Assist faculty members with classroom instruction, exams, record keeping, adherence to safety procedures, tracking attendance, and other miscellaneous tasks related to instruction.
- Tutor or mentor students.
- Perform laboratory research.
- Clean labs as needed.
- Obtain materials needed for classes, including texts and other materials.
- Other duties as assigned.

### **Competencies:**

- Ability to research technical issues.
- Ability to learn new software and hardware applications.
- Ability to manage time.
- Quality management skills.
- Customer service skills.
- Oral and written communication skills.

### **Minimum Qualifications:**

- Paramedic License
- High school diploma or GED

### **Preferred Qualifications:**

- Associate Degree or higher
- Three (3) years or more of teaching experience
- Educational Methodology Training

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$30.60 per hour.

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia****Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).