



Medical Assisting Adjunct Instructor
Part Time
Floyd County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Medical Assisting Adjunct Instructor to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Dean of Nursing and Health Technologies. This position will be responsible for providing hands-on skill instruction to students in the laboratory and didactic instruction in the classroom. Hours to be determined.

Duties/Responsibilities:

- Classroom Management/Instruction
- Performance of hands-on skills related to Medical Assisting
- Assisting students in the laboratory
- Student Advisement
- Other duties as assigned

Competencies:

- Skill in developing lesson outlines and materials
- Knowledge of vocational area of assignment
- Skill in presenting subject matter
- Skill in administering tests to evaluate progress
- Skill in the use of computers and job-related software programs
- Skill in interpersonal relations and in dealing with adult learners
- Oral and written communication skills
- Knowledge of student information

Minimum Qualifications:

Diploma in Medical Assisting or Allied Health related field.

Preferred Qualifications:

Credentials in any of the 5 MA credentials: CMA (AAMA), RMA (AMT), NCMA (NCCT), CCMA (NHA), or CMAC (AMCA).

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: Lump Sum per class

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/. 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 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 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. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.