



**Medical Back Office Technician Instructor &
Program Coordinator
Full Time
Floyd County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the full time position of Medical Back Office Technician Instructor and Program Coordinator to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will specifically oversee the Medical Back Office Technician Program and will maintain program requirements. This position may provide medical back office and/or other training for the Office of Economic Development, and could be asked to modify hours/location within the service area should a training request for their expertise be requested. This position will report to the Vice President of Economic Development and is not a supervisory role. This position will work and teach from 7:45 AM to 4:45 PM Monday through Friday. However, training classes may, at times, require evening hours and potential weekends (Saturdays).

Duties/Responsibilities:

- plan, develop and implement procedural manuals and training program(s)
- maintain program requirements
- complete all reports, records and invoices in a timely manner
- maintain accurate inventory of all assigned properties
- plan and implement lead-time purchasing of needed supplies for the Program
- maintain required credentials
- attend/complete all professional development training
- other duties as assigned

Competencies:

- Requires strong attention to detail and accuracy.
- Skill in the use of computers and job-related software
- Skill in oral and written communication
- Skill in interpersonal relations and effective problem-solving methods
- Skill in analyzing data and situations for accurate assessment
- Knowledge of the college philosophy and objectives as they relate to performance
- Knowledge of customer service practices, assessment and accreditation principles, and issues and trends in higher education
- Ability to work effectively with minimal supervision

Minimum Qualifications:

Certified Medical Assistant nationally recognized credential.

Preferred Qualifications:

Diploma in Medical Assisting and/or graduate of an Accredited Medical Assisting Program preferred. American Heart Association CPR instructor.

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: \$52,000

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, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

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.