

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Medical Assisting Lab Assistant** |
| **POSITION DESCRIPTION:**Under general supervision, assist students in Medical Assisting lab skills. Evaluates students' progress in attaining program goals, objectives, and national certification. Requests and maintains supplies and equipment. Prepares and maintains all required documentation and administrative reports. Ensures safety and security requirements are met in the training area. |
| **MINIMUM QUALIFICATIONS:*** Candidate must be a graduate of a Medical Assisting or related program from an accredited college.

**PREFERRED QUALIFICATIONS:*** One year of relevant work experience within the past five years
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| **SALARY/BENEFITS:**Commensurate with Qualifications |
| **APPLICATION DEADLINE:** Open Until Filled |
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**TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Kelli Waters, Student Activities and Special Populations Coordinator, Office: 143D, Phone: 912.871.1885, kwaters@ogeecheetech.edu. For ADA/Section 504: Penny Hendrix, Disability and Student Support Services Coordinator, Office: 171E, Phone: 912.486.7211, phendrix@ogeecheetech.edu.

Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).