**Medical Assisting/Healthcare Management Instructor**

**(PART TIME)**

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**MULTIPLE CAMPUSES**

**MINIMUM QUALIFICATIONS:**

Must possess current Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA) credentials OR medical assisting faculty and/or instructional staff must be current and competent in the MAERB Core Curriculum objectives included in their assigned teaching, as evidenced by education and/or experience, and have instruction in educational theory and techniques. In addition, must have one year of in-field experience in a medical facility or office setting.

**PREFERRED QUALIFICATIONS:**

Preferred qualifications are a master’s degree in healthcare science or related field. A minimum of three years of work experience in the area of patient care and/or teaching. Possess either a current RMA (AMT) or CMA (AAMA) certification or be eligible for certification.

**RESPONSIBILITIES**:

Responsible for fulfilling both teaching and non-teaching activities. Must be willing to work flexible hours and work well in the classroom and clinical settings. Under general supervision, the individual will prepare lesson plans for classroom instruction for credited technical/occupational courses to achieve program goals and objectives that adhere to state and institutional standards as well as accrediting agency requirements. Evaluates students’ progress in attaining goals and objectives prescribed in curriculum. Requests and maintains supplies and equipment and prepared required budget request. Maintains program certification requirements, as appropriate. Prepares and maintains all required documentation and administrative reports related to accreditation and state licensing management. Ensures safety and security requirements are met in the training area. Meets with students, staff members, and other educators to discuss students’ instructional progress and other issues impacting the progress of the students. Assists with recruitment, retention and job placement efforts.

**COMPETENCIES**:

Excellent human relations skills;

Skill and experience in the operation of computers and job-related software programs;

Knowledge of Blackboard Learning Management System;

Knowledge of and experience using Electronic Medical Record systems;

Excellent written and verbal communications skills;

Knowledge of pedagogical practice and theory;

Knowledge of the mission of postsecondary vocational/technical education;

Knowledge of academic course standards;

Knowledge of the college’s academic programs;

Skill to work cooperatively with students, faculty and staff;

Skill in the preparation and delivery of classroom content;

Skill to make timely decisions;

Decision making and problem solving skills;

Skill in interpersonal relations and in dealing with the public.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Only those who are interviewed will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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