



Medical Assisting Program Coordinator (FT, VLD)

CAMPUS: Valdosta Campus

STATUS: Full-time

POSTING TYPE: Regular Posting

The Medical Assisting Program Coordinator will be responsible for all aspects of the medical assisting program, including but not limited to, administration, organization, program supervision, continuous quality review and improvement. Additional responsibilities include academic oversight, including curriculum planning and development, and outcomes. The program coordinator is also responsible for continuing accreditation of the medical assisting program, including but not limited to, the execution of the program standards of an accredited program of study to include classroom instruction, identifying appropriate resources and teaching methods, and evaluating students' progress in attaining goals and objectives. Other responsibilities include coordination of clinical activities and travel to clinical sites will be required. The program coordinator must select and approve clinical practicum sites, coordinate practicum education, ensure appropriate documentation, schedule student clinic assignments. The program coordinator must also ensure orientation of personnel who supervise or instruct students at practicum sites.

Position may include variable hours and other allied health courses as necessary. Additional requirements include ensuring a safe and healthy work environment by complying with college health and safety policies, standard practices in maintaining occupational health and safety legislation and regulations, and maintaining knowledge of current medical assisting practice through continuing education in administrative and clinical areas.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Regular use of college owned or personal vehicle for performance of duties, Various types of advanced in-field equipment as required by academic program and accreditation standards, Various types of advanced computer equipment, Various types of in-field related equipment
- Working Conditions: Category I - High probability of exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

Associate's Degree in Nursing, Medical Assisting, or in a related field. Must be credentialed (and in good standing) in Medical Assisting whose credentialing exam is accredited by National Commission for Certifying Agencies (NCCA) or American National Standards Institute (ANSI). Must have a minimum of one (1) year teaching experience in post-secondary and/or vocational/technical education. Must have a minimum of three (3) years of employment in a Healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by Medical Assistants.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: In addition to meeting all other minimum qualifications, the highly desired candidate will possess the following: experience as a program coordinator or director within post secondary or vocational/technical education.

SALARY/BENEFITS

Salary is \$49,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program.

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: During the course of employment, incumbents in this position may be required to supervise students at an external clinical site or other medical facility as a condition of employment. Based on this assignment, the incumbent may be required to undergo and receive a negative finding/result on a five (5) panel drug test BEFORE placement.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Wednesday, September 14, 2022 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.