



**Job Title:** Medical Assistant Coordinator/Instructor

**Job Type:** Part-time 28 hrs/week

**Location:** Adult Education Center

**Salary Schedule:** Hourly

**Reports To:** AE Coordinator

**Credentials:** RMA, CMA, LPN, Allied Health Instructor, or a relevant credential.

**Experience:** The Medical Assisting Coordinator/instructor must have a minimum of 5 years of experience in a healthcare setting performing or observing administrative and clinical procedures of medical assisting.

**Description:** Instruct students in the Medical Assistant Program; Develop and maintain a working knowledge in all phases of medical assisting education. Coordinate clinical site selection, affiliation agreements and rotation schedule for medical assisting program. Assist with annual budget for program. Participate in hiring new faculty and staff and provide orientation. Assist with recruiting students. Supervises the maintenance of records and the preparation of reports for school and accrediting agencies. Coordinates annual curriculum review and annual review of program philosophy, conceptual framework, and objective with faculty; revises if necessary. Makes on-site industry visits; visits students on clinical externship.

**Start Date:** July 2017

**Application Deadline:** May 31, 2017

Resumes may be e-mailed to [humanresources@c-tec.edu](mailto:humanresources@c-tec.edu).  
EOE