Job Posting

Medical Assistant Adjunct Instructor

Date Posted: November 19, 2014
Posting End Date: Until Filled

Cisco College is accepting applications for the position of an Adjunct Instructor for the Medical Assistant Program. This position requires a minimum of one year work experience related to the course content, be effective in directing and evaluating student learning and laboratory performance, and knowledge in educational theory and techniques. An adjunct instructor for the Medical Assistant program at Cisco College provides instruction in assigned. This individual will report to the Division Chair of Allied Health. This position will require evening hours and the ability to work well with students and other faculty. The position will be based at the Abilene Educational Center of Cisco College and is a part-time/as needed position. Resume packages will be accepted until the adjunct position is filled. Resume packages will be received via email, USPS, and fax, but email is preferred.

Please note: A complete resume package must include a completed Cisco College Application, resume/CV, cover letter, teaching philosophy, unofficial/student copy of transcript(s), and copies of certificates/licenses. The Cisco College Application and the Authorization Disclosure forms are located on the “Jobs” page of our website at www.cisco.edu under “Forms.” Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Position: Adjunct Medical Assistant Program
Reports to: Division Chair of Allied Health
Last Updated: 11/19/2014

Job Summary
An adjunct of the Medical Assistant Program is expected to accomplish assigned duties in an efficient, effective and competent manner, and strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The Medical Assistant Adjunct Instructor must cooperate and work harmoniously with college personnel and the public, and must follow all Cisco College policies, rules and regulations as they relate to this position.

Primary Duties
1. Coordinate the students’ learning experiences during the fall and spring semesters of the program.
2. Utilize instructional plans
3. Direct and assess student progress in achieving theory and performance requirements of the program.
2. Teach and revise course within the philosophy, conceptual framework, and objectives of the medical assistant program.
3. Maintain student attendance and evaluations of students
4. Offer counseling and guidance to students as appropriate.
5. Attend all program faculty meetings; attend department and general faculty meetings as requested.
6. Perform all other duties as stated in the Cisco College Employee Handbook.
7. Maintain currency in CPR.

Minimum Qualifications
1. A minimum of one year work experience related to course content
2. Effective in directing and evaluating student learning and laboratory performance
3. Have knowledge in educational theory and techniques.