Cisco College is accepting applications for the position of Surgical Technology Clinical Instructor. A minimum requirement for this position is 2 years of experience in an operating room scrub role or as an instructor in surgical technology within the past five years. The applicant must possess a credentialing in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCAA). An applicant must possess strong computer skills (Microsoft Office), knowledge of computerized information systems, strong interpersonal and communication skills, and the ability to foster a cooperative work environment. (Please scroll down to review the complete job description for the position.) The position will be based at the Abilene Educational Center of Cisco College. It is a part-time position. The position will be posted until filled. Applications are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a cover letter, completed Cisco College Application/Authorization & Disclosure Form, resume, and transcript or required certifications. (The Cisco College Application/Authorization & Disclosure Form are available on the “Jobs” page of the 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
Job Title: Surgical Technology Clinical Instructor
Reports to: Surgical Technology Program Director

Job Summary

The primary responsibility of this position, under direct supervision, is to assist the Surgical Technology Program Director in directing, evaluating and reporting student progress toward course objectives, as well as the periodic review of course material, ensuring that all surgical technology students complete required surgical cases per accreditation standards. Staff members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, staff are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Required to be on clinical sites as assigned
2. Assign Surgical Technology students to surgical cases
3. Complete student documentation for accreditation purposes
4. Ensure that students complete required surgical cases
5. Ability to address student needs and resolve issues
6. Interacts effectively and professionally with students, staff, faculty, and external customers of Cisco College including Advisory Board members, externship and other off campus sites.
7. Attend Clinical Orientations and College meetings

Minimum Qualifications:

1. Two (2) years of experience either in the operating room scrub role or as an instructor in the Surgical Technology field, within the past five years.
2. Credential in the field of Surgical Technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCAA)
3. Maintain BLS and CPR Certification
4. Ability to maintain confidentiality
5. Strong computer skills – Microsoft Office
6. Strong writing skills to communicate effectively in memos, letters, and via email.
7. Strong interpersonal and communication skills
8. Ability to foster a cooperative work environment.
Physical Demands and Work Environment:

1. Work is normally performed in a clinical setting, with early morning hours.
2. Must have a reliable care, current driver’s license, clean driving record, and be willing to travel to clinical sites as needed.