

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
ASSISTANT PROFESSOR OF MEDICAL ASSISTING
COORDINATOR FOR MEDICAL ASSISTING AND HEALTH INFORMATION MANAGEMENT PROGRAMS
Community College Faculty Position
Full-Time, 10-Month Tenure-Track Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: 35 hours a week, 10 month position
Salary: \$59,784.00 approximate annual.
Closing Date: Letter of application must be postmarked no later than July 3, 2013

General Knowledge, Skills and Ability:

A current professional certification as a medical assistant through the AAMA and/or AMT national accrediting agencies; a Master's degree in Allied Health or health career field; two to four years college/business school teaching as a medical assisting instructor. Four to six years field experience as a clinical and administrative medical assistant is required. Familiarity with health information management and technology education and practice is desirable.

General Experience:

Under the direction and supervision of the Department Chairperson, the Faculty/Program Coordinator is responsible for overseeing program and curriculum development, maintaining national program accreditations, scheduling of courses, part-time faculty recruitment, program evaluation and assessment, articulation with other institutions and student recruitment and retention. These responsibilities include such essential tasks as: preparing and teaching college-approved courses and fulfilling accrediting agency requirements in accordance with course descriptions and class schedules, developing syllabi and reading lists, assisting in the selection of texts and related teaching resources, and meeting other responsibilities required of all faculty members.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, resume, transcripts (copies are acceptable at the time of application) BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>) and the names of three references to:

Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
Email: CA-HRApplclicant@capitalcc.edu

Anticipated vacancy contingent upon funding.

ANTICIPATED STARTING DATE: August 25, 2013

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.