

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

INSTRUCTOR OF MEDICAL ASSISTING

Full-time, 10-Month, Non-Tenure-Track Position
Renewable for the duration of the Grant (Three years)

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

- ANTICIPATED START DATE:** Spring 2014
- MINIMUM QUALIFICATIONS:** A Master's degree in Health Sciences, Higher Education, or other discipline relevant to this position. An Associate's degree in Medical Assisting is a plus.
- Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.**
- The successful candidate should display:
- Experiences that relate to educating, supporting, and assessing students as they develop the technical, behavioral, and ethical attributes necessary to enter professional practice as a medical assistant;
 - A current professional certification as a medical assistant through the AAMA, AMT national accrediting agencies or a credentialing organization accredited by the NCCA;
 - Minimum of 3 years of experience in healthcare, including minimum of 40 hours of experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants;
 - Teaching experience in postsecondary and/or vocational/technical education;
 - Knowledge of educational theory and techniques; and
- Documented ability to work independently as well as to effectively communicate within the college and healthcare environments.
- PREFERRED QUALIFICATIONS:** Experience in project management, program development and medical office administrative. Two years college/business school teaching as a medical assisting instructor and field experience as a clinical and administrative medical assistant performing or observing administrative or clinical procedures
- RESPONSIBILITIES:** Under the direction and supervision of the Math/Science Department Chairperson, this individual is responsible for developing the program; applying for national program accreditation; program effectiveness (including outcomes, organization, administration, continuous review, planning, and development); maintaining program accreditation; developing policies and procedures for the program; legal and ethical operation of the program; program budgeting; overseeing program and curriculum development, scheduling of courses, and part-time faculty recruitment and supervision; program evaluation and assessment, articulation with other institutions; and student recruitment and retention. These responsibilities include such essential tasks such as: preparing and teaching college-approved courses; developing syllabi and reading lists; engaging in professional development; student evaluation and outcomes assessment; selecting and working with the advisory committee; teaching up to eighteen credit hours per academic year; assisting in the selection of texts and related teaching resources; and mentoring students and instructors in the program. Community service activities consistent with the mission of the College and Connecticut Community College System. This instructor is also required to participate in commencement and convocation activities as well as special College meetings. Teaching schedule may include evenings and/or weekends.
- STARTING SALARY:** \$49,136.00 approximate annual salary, with full benefits package.
- TO APPLY:** Submit a **letter of interest, current resume and completed (typed) ConnSCU Board of Regents Employment Application*** to:
- Human Resources Department
Instructor of Medical Assisting Search **NO FAXES PLEASE**
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or
ho-humanresources@hcc.commnet.edu **(8 PAGES OR LESS)**
- APPLICATION DEADLINE:** The review process will begin on February 10, 2014 and will continue until the position is filled. **Priority will be given to applications received by February 10, 2014.**

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

Posted: January 9, 2014

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.