Position Description

Job Title: Adjunct Faculty, Medical Assist
Department: Academic Affairs
Last Update: 6/2011
Supervisor’s Position: Director of Specialty Health Programs
FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:

The adjunct faculty member will provide course instruction and assess student learning in his/her area of expertise to students. Instruction may include classroom lecture, facilitating group discussions and projects, and/or computer laboratory instruction at various College locations. Teaching assignments will include between 1-9 credit hours of courses in the field. Day, afternoon, evening, weekend, and/or on-line classes may be available.

Course Specific: Clinical Laboratory Procedures

Essential Duties and Responsibilities:

- Relates to students in a professional manner that demonstrates respect for the individual
- Reviews course content with administrator or designee prior to instruction
- Creates and provides students with a detailed syllabus which contains the elements specified on the College syllabus template
- Submits the syllabus/syllabi two weeks before the beginning of class to the Academic Success office
- Meets with class(es) on the scheduled dates for the full duration of class time
- Presents instruction in a manner consistent with lesson objectives and course outcomes
- Returns graded work in a timely and consistent manner
- Seeks student feedback to identify and meet student needs
- Evaluates learning in an ongoing effort to document student mastery of course objectives
- Performs paperwork related to the assignment, including completion of all required reports
- Maintains classroom environment that supports learning
- Submits grades by the established due date and assist the registrar in maintaining an accurate record of class enrollment
- Maintains records of student achievement in the event of a grade appeal
- Meets with Director of Academic Success and/or the V.P. of Academic Affairs if and as requested; and, maintains close communication with the Director of Academic Success regarding any classroom or learning issues that may arise.
- Performs all other duties as assigned.

Required Knowledge, Skills, and Abilities:
- Demonstrates basic word-processing knowledge.
- Complies with hiring requirements of College.
- Obtains at own expense yearly TB test and other immunizations or physical examinations as required by clinical sites.
- Thorough knowledge of the proper safety and handling of materials used in the field.
- Basic knowledge of Microsoft Word and Outlook applications.
- Demonstrates ability and knowledge to work in a team environment.
- Demonstrates professionalism and positive work ethics.
- Excellent communication skills.

**Education and Experience:**

- Meets educational and occupational requirements of external accrediting agencies.
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  - Certification in laboratory science (MT or MLT) or CMA (AAMA) or Physician Assistant
  - Nurse ADN or BSN
- Bachelors Degree, required.
- Current American Heart Association CPR for Health Care Providers
- Certification as Medical Assistant, preferred.
- Experience in adult education preferred.
- Experience in the industry, required.
- Previous teaching experience at the post-secondary, college, or university level.

**Working Conditions:**

Attendance required at regularly scheduled meetings and in-services, as well as at meetings that may be scheduled on an impromptu basis. There may be occasional travel between the College locations. Working hours may fluctuate based upon college deadlines, projects being undertaken, and the types of services needing to be provided. Invest the necessary time in performing all tasks necessary in order to accomplish assigned work.

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Employee Acknowledgement                  Date

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Supervisor Acknowledgement                  Date