



**POSITION: Assistant Professor/Program Coordinator, Medical Assisting
(Full-time, 10-month, tenure track position)**

ANTICIPATED STARTING DATE: January 2019

Under the Supervision of the Dean of Academic Affairs and Student Services, responsibilities include but are not limited to: teaching courses in the Medical Assisting Program; providing leadership for the creation of effective, collaborative learning structures (including the assessment of learning outcomes); incorporating sensitivity to diversity (including race/ethnicity, age, class and gender) into the curriculum; coordinating the Medical Assisting program and other Allied Health programs such as Medical Coding and Medical Office skills certificates; working with adjunct faculty; participating on college committees; advising students; and other related duties.

MINIMUM QUALIFICATIONS:

A Master's degree in a related field is required. The incumbent must have a current medical assisting certification from one of the following certification agencies: AAMA, RMA, NCCT, or NCA. Proof of certification must be submitted with application. Applicants not holding a current certification will not be considered. The person must also have had 5 years of experience working as a medical assistant or other health care area; as well as, 2 years of teaching experience. Experience with CAAHEP accreditation processes is preferred.

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. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

This position involves design and delivery of instruction in Medical Assisting, including the assessment of student learning; development of programming; maintaining curriculum; effective advising of students; incorporation of instructional technology; hiring and supervising of adjunct faculty; coordination of Medical Assisting program, as well as other allied health programs; service on a variety of college and/or system committees; and other duties as appropriate.

Key Effectiveness Areas

- Coordination of Medical Assisting program and instruction to meet industry standard competencies and prepare program for renewal of national accreditation through CAAHEP
- Assessment of student learning outcomes
- Creation and maintenance of active alliances with area health care providers
- Development of recruitment and retention strategies to enhance student success
- Development of recruitment and marketing strategies and materials

MINIMUM SALARY: \$63,732.00 plus State of CT benefits

APPLICATION DEADLINE: October 31, 2018

APPLICATION PROCEDURE: Email a completed [Community College Employment Application](#), a current résumé, cover letter and unofficial transcript(s) to:

Lois Kelley, Human Resources Assistant
LKelley@QVCC.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, pmartland@qvcc.edu , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239