



**Position Title:** Adjunct Faculty, Medical Assisting

**Job Code:** 8012

**Reports To:** Department Chairperson

**Grade:** P0

**FLSA:** Exempt

**Job Description:**

This Adjunct Faculty member teaches Medical Assisting courses.

**Duties & Responsibilities:**

- Teaches lecture, laboratory and/or clinical settings
- Evaluates and advises students
- Participates in departmental and College affairs
- Develops curricula
- Recruits students
- Serves on committees
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate in Science Degree in Nursing, Medical Assisting or related healthcare field and two (2) years full-time experience in the hospital environment;
- All educational degrees must be from a regionally accredited institution
- Current licensure as Medical Assistant or licensure in related health care field
- Ability to communicate effectively (written and verbal)
- Ability to work well with students, faculty, staff and the community
- Ability to work a flexible schedule which may include morning, evening and/or weekend assignments
- Must be able to travel between campuses, clinical sites and off-campus offering sites

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name