

Position: Medical Assistant Certificate Instructor
Reports to: Dean of Career and Technical Education
Terms: Full-time, 10-month contract
Salary: College scale

Starting Date: August 2022

Position Summary:

Medical Assistant Certificate Instructor will teach and evaluate student learning in both clinical and administrative courses for the Medical Assistant Program. This position may serve other duties such as serving on advisory committees and/or advising and registering students.

Qualifications:

- 2 Years' experience as a medical assistant or related field
- Experience in both clinical and administrative assistant duties
- CMA, RMA, or LVN certification.

Preferred Qualifications

- Previous teaching related to subject
- Associate degree

To apply, please submit via email only:

- A current resume/CV
- A WTC Application (Please do not say "see resume") [Application](#)
- A cover letter – not to exceed 2 pages, that includes a description of how the applicant meets the listed qualifications. The applicant may also include other applicable professional experience.
- Transcripts

Review of applications will begin immediately and continue until the position has been filled. Application documents received without a cover letter describing your fit for the position will not be considered.

Please email documents to jobs@wtc.edu

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