

**POSITION: Medical Assistant Program Instructor**

**DATE AVAILABLE:** Review of applications will begin immediately and continue until the position is filled.

**EMPLOYMENT:** Full Time, 10-month contract

**SALARY:** \$42,500 - \$47,500, depending on education and experience

**DUTIES:**

- Teach and evaluate student learning in both Clinical and Administrative courses in the Medical Assistant Program.
- Perform other duties, including serving on advisory committees and advising/registering students as assigned.

**QUALIFICATIONS:**

**Required Education:**

- Associate degree required.

**Required Experience:**

- At least two (2) years experience working as a medical assistant or in a related field.
- Experience in both clinical and administrative medical assistant duties.

**Licenses/Certifications:**

- CMA, RMA, RN or LVN certification.

**Preferred:**

- BA/MA degree in Medical related field
- Teaching experience related to the subject
- Previous experience teaching in the higher education environment (preferably at a community college)
- Knowledge and skills with technology in teaching (ex: Use of LMS).

**TO APPLY:**

Please submit all items noted below, **via e-mail only**, to [hr@wtc.edu](mailto:hr@wtc.edu).

1. A current resume
2. A WTC application
3. A cover letter, not to exceed 2 pages, that includes a description of how the applicant meets the "Qualifications" as detailed in the job announcement. The applicant may also include other professional experience that is applicable.

Revised 8/29/19