

- | POSITION: Adjunct Medical Assisting Instructor (2 positions)
- | LOCATION: LeSourdsville Campus
- | GENERAL DESCRIPTION: The Adjunct Medical Assisting Instructor is responsible for the delivery of quality education that adheres to the standards of the established curriculum. S/He will employ effective teaching practices for adult students in classroom and/or externship settings to support a program operated by Butler Tech's Adult Education Division. In addition to teaching, the Lead Medical Assisting Adjunct will schedule student externship experiences and serve as a substitute instructor in other Adult Education Health Programs as needed.

| QUALIFICATIONS:

- Both positions:
  - Willingness and ability to secure an Ohio Department of Education Adult Education permit in the area of AWE Health Occupations (070000);
  - Student-oriented teaching style with ability to adjust approach to suit individual adult learner needs;
  - Willingness and demonstrated ability to work with students, teachers, and administrators as a team member;
  - Proficiency in email and Microsoft Office programs;
  - Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, presentation, and organizational skills;
  - History of strong work record, including good job attendance; and
  - Documented evidence of acceptable criminal record as required by Ohio law and Board policy.
- Lead Adjunct position only:
  - Minimum of bachelor's degree in nursing;
  - Current Ohio licensure as a Registered Nurse;
  - Graduate of an approved, accredited nursing school;
  - Minimum of two (2) years working as a registered nurse;
- Adjunct Instructor only:
  - Valid Medical Assistant (RMA) Certification issued by American Medical Technologists (AMT);
  - Minimum of five (5) years working as a Medical Assistant or in the health care field.

| STARTING DATE: Based on class schedule

| SALARY: Lead: \$28/hour; Adjunct: \$24/hour

| APPLY TO: Send resume to Associate Director of Health Programs, Sarah Delong at [delongs@butlertech.org](mailto:delongs@butlertech.org). Only qualified candidates whose employment interests align with the position will be contacted.

Butler Tech is an equal opportunity employer. Applications will be accepted without regard to age, race, color, national origin, sex, religion, military status, genetic information, or disability. The regulations of Title VI, Title VII, the Equal Pay Act, the Americans with Disabilities Act, Title IX and other applicable state and federal laws are followed. (If you need an accommodation to interview, contact Human Resources.)