EMPLOYMENT OPPORTUNITY

POSITION: Adjunct Medical Assisting Instructor (2 positions)

LOCATION: LeSoursville 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. Only qualified candidates whose employment interests align with the position will be contacted.