

EMPLOYMENT OPPORTUNITY

POSITION: Adjunct Medical Assisting Instructor

LOCATION: LeSourdsville Campus

GENERAL DESCRIPTION: The Adjunct Medical Assisting Instructor will develop lesson plans and deliver

education in the areas of medical assisting, patient care, and health care administration. The Instructor will also lead hands-on skills training and

evaluate student performance in lab and/or classroom settings.

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:
 - o Ohio Department of Education Adult Education teaching permit or willing to obtain;
 - Student-oriented teaching style;
 - Ability to work with students, teachers, and administrators as a team member;
 - o Proficiency in email and Microsoft Office programs;
 - Problem solving, critical thinking, analytical, oral and written communication, presentation, and organizational skills;
 - Strong work record and acceptable criminal record.
- Lead Adjunct position only:
 - Minimum of bachelor's degree in nursing;
 - Current Ohio licensure as a Registered Nurse;
 - o Graduate of an approved, accredited nursing school;
 - Minimum of two (2) years experience 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: \$26/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.

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.)