Medical Assistant Instructor

DEPARTMENT: Health Programs-Highlands College
Closing Date: Review will begin August 2016 and continue until position is filled
Employment Detail: Permanent, Full-Time AY

DUTIES:
- Prepare lesson plans and teach assigned courses using industry-standard approaches (e.g. multimedia, adult learning methodology)
- Order/maintain lab equipment and supplies
- Develop and implement measurable student learning outcomes
- Mentor students to encourage personal and professional growth
- Develop and maintain constructive working relations with clinical externship sites
- Participate in administrative activities (academic advising, faculty/staff participation)
- Maintain attendance and scholastic records; submit them according to program guidelines
- Participate regularly in continuing professional development activities including effective teaching/learning modalities
- Maintain appropriate standards of professional conduct
- Perform other duties or special projects as assigned

REQUIRED QUALIFICATIONS:
- A bachelor’s degree or higher in nursing or an associate’s degree in medical assisting with a bachelor’s degree or higher in a biologic science.
- At least four (4) years of practical work experience in a medical environment, with hands on knowledge of ambulatory clinical procedures
- Current CPR certification

REQUIRED SKILLS:
- Good math ability, especially in dosage calculations
- Good word processing/spreadsheet/internet skills
- Teaching and/or learning in an on-line environment

PREFERRED QUALIFICATIONS:
- A master’s degree in nursing, biologic or chiropractic sciences.
- Medical assistant certification: RMA, or CMA-AAMA
- Previous adult teaching experience

To apply, please submit the following items:
1) Letter of application, 2) Resume’, 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:
Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701
e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

Any offer of employment is contingent upon a satisfactory criminal background check.