

Medical Assistant 9-Month Instructor

Hammond Area Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified 9-month instructor position to begin the Fall 2024 semester domiciled at the Hammond Area Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before April 15, 2024. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Please submit: **(1)** a letter of application, **(2)** a resume and **(3)** official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

JOB SUMMARY:

Responsible for providing instructional services in the area of medical assistant.

RESPONSIBILITIES:

- **Instructional/Teaching Performance**
 - Utilize innovative, effective, and equitable teaching techniques
 - Follow course syllabi and outlines
 - Maintain time on task
 - Receive favorable student evaluations of instruction
 - Meet deadlines related to this function.
- **Program Coordination/Instructional Development**
 - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
 - Prepare course offering schedule based on Curriculum Guides
 - Participate in curriculum meetings
 - Meet all deadlines related to this function
- **Program/Instructional Management**
 - Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
 - Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
 - Meet all deadlines related to this function
- **School or Classroom Management**
 - Practice appropriate safety precautions
 - Maintain student discipline
 - Meet all deadlines related to this function
 - Maintain accountability of all assigned books, equipment, and supplies

- **Student Guidance/Advising Activities**
 - Provide career counseling and academic advising
 - Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
 - Serve special populations
 - Make appropriate referrals to students with special needs
 - Maintain appropriate number of students in class and in program
 - Meet all deadlines related to this function
- **College and/or Community Services**
 - Participate in recruitment activities, i.e. career fairs, etc.
 - Maintain program accreditation/certification or program licensure requirements
- **Provide service to the College that may include some of the following activities:**
 - Sponsor student organizations
 - Serve on or chair committees
 - Conduct or coordinate teaching consultant activities
 - Facilitate workshops
 - Teaching consultant activities
 - Teach continuing education or customized industry courses
 - Provide routine equipment maintenance
 - Initiate and write new program proposals
 - Serve on College committees as required
- **Provide service to the community that may include:**
 - Participate in health fairs
 - Participate in charity or community activities
 - Meet all deadlines related to this function
- **Professional Activities, Leadership, and Service – participate in professional development activities that may include:**
 - Complete coursework or degrees
 - Membership in professional organizations
 - Serve on a Board or in an Office of professional association
 - Present a paper or facilitate a workshop at a professional conference
 - Participate in a Leadership Academy
 - Serve on an external institutional or program accreditation team
 - Participate in industry visits
 - Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
 - Meet all deadlines related to this function
- **Perform other related duties as assigned**

QUALIFICATIONS:

Minimum Requirements: Shall be a Registered Nurse, Practical Nurse or Medical Assistant with a minimum of three years of clinical health care or related experience, or advanced healthcare education in a related field.

Preferred Qualifications: Teaching experience in post-secondary education; Field experience as preceptor of Medical Assistant students or experience within a healthcare clinic. An Associate Degree or higher from a nationally or regionally accredited college or university is preferred.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Essential functions that medical assistants need to be able to perform include:

- Passing a cardiopulmonary resuscitation (CPR) course
- Applying universal precautions such as hand washing and applying mask, gown and gloves
- Providing sufficient physical support to safely assist patients in moving
- Performing clinical treatment activities

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.