
MEDICAL ASSISTING INSTRUCTOR

FULL-TIME TENURE-TRACK FACULTY

* REVISED ON FEBRUARY 10, 2012 *

Opening Date: December 14, 2011
***EXTENDED* Priority Screening Date:** March 16, 2012

Applications received by the priority screening date will receive first consideration.

Applications received after the priority screening date may be considered until the position is filled.

Status: Full-Time Faculty, Tenure-Track
Reports to: Dean of Workforce Education

Skagit Valley College's Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is sponsored by the American Association of Medical Assistants (AAMA), the organization recognized as the national professional association for medical assistants. Upon graduation, our medical assistant students are eligible to sit for the national Medical Assistant Certification Examination to become nationally certified medical assistants (CMA).

Skagit Valley College has been recognized for the quality of our academic and professional & technical programs as demonstrated by student engagement and performance in university transfer and employment. Our main campus is located in Mount Vernon, about one hour north of Seattle, and about 90 minutes south of Vancouver, B.C. Canada. The Mount Vernon Campus offers a general studies degree and five distinct transfer degree options. SVC also offers ATA degrees and certification training in 25 professional & technical programs and is a leader in distance education technology with many online course opportunities.

POSITION SUMMARY

This is a full-time (9-month), tenure-track faculty position with the anticipation that the position will start September 2012 for fall quarter at the Mount Vernon campus in Mount Vernon, WA. This position requires a flexible teaching schedule which may include teaching day, evening, and distance education courses. This position will report to the Dean of Workforce Education.

The incumbent will be responsible for teaching classes in the Medical Assistant program which may include, but are not limited to: Medical Terminology, Communications, Medical Practice Finances, Medical Documents and Reception, Medical Billing and Insurance, Ambulatory and Hospital Coding, Clinical Procedures, Injection Therapy, Anatomy and Physiology, Pathology and Disease, Phlebotomy, Drug Dosages and Microbiology/Laboratory Procedures, and other classes as assigned.

RESPONSIBILITIES

- Develop curriculum for classroom and lab classes based on industry skill standards;
- Create a positive learning environment for students using diverse teaching methods to support and enhance student success;

- Integrate writing, human relations skills, cultural pluralism, safety and work ethic into the curriculum;
- Advise Allied Health students in the department certificate majors;
- Arrange clinical sites;
- Maintain safety standards in a lab environment;
- Develop and incorporate teaching methods that respond to the diverse needs of the community and students;
- Provide integrated class syllabi and course outlines to students and appropriate departments;
- Participate in College and program advisory committees;
- Assist in marketing the program and student recruitment activities;
- Maintain regular office hours;
- Assist in developing, assessing and analyzing program outcomes;
- Assess, monitor and document student performance;
- Fulfill faculty responsibilities in accordance with the negotiated agreement and Skagit Valley College policies.

SKILLS AND ABILITIES

- Communicate effectively in oral and written English;
- Adapt to a variety of teaching situations;
- Utilize a variety of teaching strategies that facilitate student learning;
- Strong leadership skills that include the ability to make sound decisions and delegate appropriately;
- Work and interact effectively with colleagues, staff, students, administrators, and various cultural and socio-economic backgrounds;
- Contribute to the College's diversity initiative and foster a climate of multicultural understanding and appreciation.

MINIMUM QUALIFICATIONS

- Medical Assistant, Registered Nurse, Licensed Practical Nurse, Paramedic, or Physicians Assistant with the ability and desire to complete coursework and sit for the Certified Medical Assistant (AAMA) national exam; **AND**
- Two (2) years of recent experience working in a medical environment or medical educational environment.

DESIRED QUALIFICATIONS

- Bachelor's Degree in Education, Allied Health or a closely related field;
- Certification as Certified Medical Assistant: CMA, (AAMA) or Registered Medical Assistant: RMA, (AMT);
- Experience showing increasing levels of responsibility as a lead or supervisor in the medical office field;
- Knowledge of and experience working with the Commission on Accreditation of Allied Health Education Programs (CAAHEP);
- Medical Technologist;
- Certified Professional Coder (CPC);
- Teaching experience in an educational or business environment;
- Fluent in oral and written Spanish language.

Note: The successful candidate must obtain a Certified Medical Assistant (CMA) certification on or before the conclusion of the 2012-13 academic year.

SALARY AND BENEFITS

Annual salary placement will be \$45,389.00 to \$50,356.00 dependent upon education and experience for a 172-day contract in accordance with the faculty negotiated agreement and may be subject to change in accordance with legislative mandates. This annual salary rate will be prorated on the percent of full-time and total contract days of employment. Benefits are provided in accordance with state regulations.

CONDITIONS OF EMPLOYMENT

- Prior to employment, the candidate must pass a criminal background check.
- If hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.
- **Prior to employment beyond the 2012-13 academic year, the successful candidate must have a current Certified Medical Assistant (CMA) certification.**

APPLICATION PROCEDURE

To be considered for this position, applicants must:

- 1) Meet the minimum qualifications;
- 2) Submit a complete application packet that includes the following:
 - A Skagit Valley College application (available for download at www.skagit.edu);
 - The applicant/recruitment data form included with application (optional);
 - A letter of application addressing the responsibilities of the position and the minimum and desired qualifications;
 - A current résumé;
 - Transcripts documenting undergraduate and graduate coursework and degrees; (unofficial transcripts may be submitted, official transcripts required upon employment.)
 - A written response to the supplemental question below.

In order to be considered for the position, you must respond in writing to the supplemental question below. Failure to provide a written response will eliminate you from consideration for this position.

Supplemental Question

We strive to employ individuals who possess the skills necessary to effectively work with a diverse population. Please attach a response (maximum of two pages) which addresses your experience working with other cultures and communities and how you have applied your experience to a learning/working environment.

Application deadline

Priority screening will begin on March 16, 2012. Applications received on or before this date will receive first consideration. Applications received after the screening date may be considered until the position is filled.

To apply: Deliver, mail, fax, or e-mail completed application materials to: Skagit Valley College; Attn: Human Resources - Recruitment; 2405 East College Way; Mount Vernon, WA 98273; Fax: (360) 416-7878; E-mail: employ@skagit.edu. Status updates are available on our website at www.skagit.edu. For questions, call Human Resources at (360) 416-7954.

After you apply

Notifications regarding the status of the recruitment process will be posted on our website at www.skagit.edu. Only candidates selected to interview will be contacted. All documents submitted as part of the application package become the property of the College and will not be returned. Any modification to this job announcement will be posted at the Skagit Valley College Human Resources Office.

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. Applicants with disabilities who require assistance with the recruitment process should call (360) 416-7954. A telecommunication device for the hearing impaired is available at (360) 416-7718.