



Medical Assistant Program Director/Practicum Coordinator/Instructor

Title of Position: Director of Medical Assisting

Bargaining Unit/Salary Range: MEA Faculty; \$38,551.82 - \$54,965.68 dependent upon qualifications and experience. Program Directors also received a stipend based on a predetermined formula, this past academic year the stipend received was just over \$5,000.

Responsibilities: EMCC is looking to fill a full-time Medical Assistant Program Director position for a CAAHEP accredited program to begin August 20, 2018. The chosen candidate will be responsible for program effectiveness, including outcomes, organization, administration, continuous review, planning, and development of the program. The chosen candidate will provide competency based instruction both on-campus and at the off-campus centers as needed. Teaching assignments will include clinical courses covering foundations for clinical practice; applied mathematics; infection control; nutrition; concepts of effective communication; legal and ethical considerations; and protective practices. The person in this position will be expected to provide effective instruction, advise students, develop curriculum, participate on campus committees, and participate in all institutional assessment activities.

Minimum Qualifications: Bachelor's degree (earned or in progress) in healthcare or education; Medical Assisting credential in good standing from an institution accredited by the National Commission for Certifying Agencies (NCCA). Three years employment in a healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants. Must be current and competent in the *MAERB Core Curriculum* objectives included in their assigned teaching, as evidenced by education and/or experience, and have instruction in educational theory and techniques and have a minimum of one year teaching experience in postsecondary and/or vocational/technical education. As the practicum coordinator the chosen candidate must be knowledgeable about the *MAERB Core Curriculum*, knowledgeable about the program's evaluation of student learning and performance, and effective in ensuring appropriate and sufficient evaluation of student achievement in the practicum experience.

Preferred Qualifications: Master's degree, CMA(AAMA) credential, and ability to teach pharmacology a plus.

Benefits: Employer paid health, dental and life insurance for employee, option of Maine State Retirement or TIAA-CREF, and sick time.

Application Procedure: Email cover letter, resume including credentialing verification, transcripts, and contact information for three professional references to resumes@emcc.edu. Review of application materials will begin and continue until the position is filled.

Institutional Summary: Eastern Maine Community College offers over 30 one- and two-year program options, as well as short term and specialized training and retraining courses for business, industry, and community. We award associate in applied science, associate in science, and associate in arts degrees; certificates; diplomas; and documents of completion for customized, short-term programs and courses. The 72-acre campus is located in Bangor just a short drive from Maine's scenic coast and mountains.

EMCC is dedicated to providing all students with a well-balanced education focused on problem solving, decision-making, communications, social understanding, computer applications, mathematics, and science. Our technology programs include concentrated studies in both technical theory and application in the area of specialization, and all of our programs provide liberal arts courses to form the foundation for lifelong learning. Our programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of the complex world around us.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633