



## SAVANNAH TECHNICAL COLLEGE

### **Position**      **Adjunct - Medical Assisting Instructor for Savannah, Effingham, and Liberty Campuses**

Savannah Technical College is seeking adjunct Medical Assisting faculty. Under the general direction of the Department Head for Medical Assisting, the faculty will provide theory and practical instruction to a level sufficient for students to develop the skills necessary to become employed in their chosen profession of Medical Assisting.

### **Qualifications**

- Must be a graduate of an accredited Medical Assisting Program or related field. Associate's Degree preferred from an accredited post-secondary institution.
- Must have three years work experience within the last seven years in the area of patient care and/or teaching.
- Previous teaching experience in the post secondary Health Science environment preferred.
- Must be knowledgeable in course content, as evidenced by education/or experience, effective in directing and evaluating student learning and laboratory performance, and be prepared in educational theory and techniques.
- Must have current CMA (Certified Medical Assistant or RMA (Registered Medical Assistant) certification as a Medical Assistant.
- Must possess current certification in Cardiopulmonary Resuscitation.
- Instructor certification for CPR and First Aid preferred.
- Must possess valid driver's license and proof of insurability.
- Must possess skill in oral and written communication.
- Must possess basic computer skills to include, but not limited, word; excel; power point; and email.
- Experience in the use of the Banner a plus.
- Must possess excellent organizational and customer service skills to deal professionally with Savannah Tech employees, students, and visitors.

### **Physical Demands**

Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time. The employee frequently lifts/carries objects that weigh 10lbs. or less. Clinical responsibilities are typically performed in a hospital, long term care facility, or other medical facilities and require that the employee stand/or walk for seven (7) – eight (8) hours: bend, twist, push/and or pull for three (3) – four (4) hours; and occasionally lift 50lbs. to 75lbs. per rotation. The exposure to infectious diseases, gas, or fumes is possible during clinical rotations. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

### **Salary/Benefits**

Salary is commensurate with education and work experience.

**Application Deadline**      **For best consideration, applications should be received by February 13, 2012.** Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: [www.savannahtech.edu](http://www.savannahtech.edu). Please submit the completed application, cover letter and resume to:

Savannah Technical College  
Human Resources Department  
5717 White Bluff Road  
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College,

Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

***Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.***