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| <b>Position</b>                 | Medical Assistant Instructor  |
| <b>Position Condition</b>       | Part-Time Temporary, Unclassified, MSCF   |
| <b>Application Deadline</b>     | Open Until Filled   |
| <b>Start Date</b>               | January 11, 2010  |
| <b>Location</b>                 | Dakota County Technical College, Main Campus in Rosemount   |
| <b>Responsibilities</b>         | <ul style="list-style-type: none"> <li>• Provide instruction to students who are pursuing a degree or diploma in the Medical Assistant program.</li> <li>• Primary teaching duties would be in Phlebotomy, Clinical Laboratory, and Office Administration Procedures.</li> <li>• Online course development and delivery is expected. Candidate should show willingness to teach online and develop proficiency in course construction. For the individual not having those skills, they may be gained upon employment with DCTC.</li> <li>• The position requires skills in the use of electronic medical records and aptitude for navigating the computer.</li> </ul>  |
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>• Must possess or meet the minimum qualifications for the Minnesota State Colleges and Universities credential field in Medical Assistant (#570071), (see MnSCU website at <a href="http://www.cfc.mnscu.edu">www.cfc.mnscu.edu</a> for details.)</li> <li>• Current Certified Medical Assistant (CMA) by the American Association of Medical Assistants (AAMA) or Registered Medical Assistant (RMA) by the American Medical Technologists (AMT).</li> <li>• Associate's degree and a graduate of an accredited medical assisting program.</li> <li>• Three full-time years (or equivalent) of verified related paid work experience as a medical assistant, with one year of this work experience within the five years preceding date of application.</li> <li>• Evidence of excellent oral and written communication skills.</li> <li>• Ability to work with diverse populations.</li> <li>• Strong organizational and management skills.</li> </ul> |
| <b>Preferred Qualifications</b> | <ul style="list-style-type: none"> <li>• Bachelor's Degree</li> <li>• Previous teaching experience</li> </ul>   |
| <b>Salary</b>                   | Commensurate with qualifications and experience   |
| <b>How to Apply</b>             | <p>Submit your online application and supporting information to <a href="http://agency.governmentjobs.com/dctc/default.cfm">http://agency.governmentjobs.com/dctc/default.cfm</a></p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p>  |

## TECHNICAL COLLEGE FACULTY POSITION DESCRIPTION

**POSITION:** Technical College Faculty

**RESPONSIBLE TO:** Dean/Vice President/President

**DUTIES:** The Technical College Faculty shall:

1. Comply with federal and state laws and Minnesota State Colleges and Universities rules and regulations and Dakota County Technical College policies and procedures.
2. Prepare and update curriculum regularly including content goals, performance objectives, and syllabi for courses in the area of responsibility.
3. Provide organized, structured, and sequenced instruction using the college lesson plan format for the program area of responsibility.
4. Evaluate student progress regularly, maintain accurate progress and attendance records, and provide written student referral reports as deemed necessary.
5. Coordinate program advisory committee activities and maintain accurate reports of minutes, recommendations, and suggestions.
6. Provide leadership in working with supervisory and administrative staff in job placement activities for students in the program area of responsibility.
7. Keep current with industry standards and practices while maintaining current valid vocational teaching license for program area of responsibility as specified by the Minnesota State Colleges and Universities.
8. Encourage and participate in the formation and maintenance of student organizations in the teaching field and program area of responsibility.
9. Coordinate and participate in regular program evaluation activities and make recommendations to the Dakota County Technical College administration for program improvement in his/her area of responsibility.
10. Provide input for program budget development, originate purchase requests, maintain accurate records, inventory supplies and equipment, and promote security for areas of responsibility.
11. Practice, teach, and incorporate accepted and mandated safety procedures into the curriculum.
12. Assist college administrators to establish positive public relations with trade associations, industry, parents, students, and the community.
13. Meet regularly with advisees and assist them with course schedule planning, monitor their academic progress, and refer them to appropriate campus resources when needed.
14. Meet regularly with prospective students, keep up-to-date with weekly enrollment management reports, make appropriate follow-up phone calls, and assist Student Services with registration.
15. Attend staff meetings, serve on college committees, and contribute to college efforts to publicize college services.
16. Provide for personal growth through professional reading, attendance at workshops, seminars, conferences, and courses, and participation in college staff development activities.
17. Maintain good housekeeping practices for program facility area of responsibility.
18. Perform other duties as assigned.