

**Medical Assisting - Associate Instructor  
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=241653>

Downloaded On: Aug. 31, 2024 9:29pm

Posted Jul. 21, 2024, set to expire May 30, 2025

<b>Job Title</b>	Medical Assisting - Associate Instructor
<b>Department</b>	Medical Assisting
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Jul. 21, 2024
<b>Application Deadline</b>	05/30/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Health Sciences Medicine
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5442714">https://apptrkr.com/5442714</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Medical Assisting - Associate Instructor**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Associate (Part-time)

**Job Number:** 2024-01794

**Closing:**

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5/30/2025 11:59 PM Pacific

**Location:** Aptos, CA

**Department:** Medical Assisting

### Employment Opportunity

Cabrillo College is accepting applications in order to fill temporary, part-time faculty assignment(s) and to establish an eligibility pool for positions that may become available in **2025 Spring Semester**:

- Possible courses may include, but are not limited, to the following:
  - MA70 Medical Terminology
  - MA115 Administrative Skills
  - MA125 Lab Skills
  - MA173A Medical Law and Ethics

This associate position is open for application submission through the deadline date as noted above **O R until the position has been filled.**

**We need YOU!** Cabrillo College is looking for Faculty to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,500+ students per term, including Latina/o/x (46.82%), Multi-Ethnic (5.14%), Asian (2.53%), African American (1.08%), Filipino (0.79%), American Indian or Alaskan Native (0.30%), and Pacific Islander (0.16%) as of Fall 2021. At Cabrillo, 56.66% of students are students of color and 54.91% are economically disadvantaged. In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

**About the College:** Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is highly regarded for its success of transfer and career education, and currently serves over 11,400 students each semester. Cabrillo College transfers many of its students to three nearby universities - the University of California at Santa Cruz, San Jose State University, and California State University at

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Monterey Bay. Cabrillo's career education is closely connected to the nearby agricultural and farming industries as well as the Silicon Valley business environment.

Faculty at Cabrillo College actively participate in curriculum development, program planning, and serve on participatory governance committees. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its diverse student body and community.

**About Associate Faculty Requirements:** At the time of appointment for this position, Cabrillo College requires employees to maintain residence and permanently reside within the state of California. Candidates must understand when applying that at the time of appointment, they will need to have moved to the State of California (if applicable). Candidates must also understand that Associate Faculty assignments are considered short-term and temporary; employment for this short-term and temporary position may be terminated by the District as permitted by Education Code Section 87665 and the CCFT bargaining unit agreement.

### Examples of Duties

- Teach assigned classes, which may include evening or off-campus assignments
- Engage in participatory governance committees, processes, research, service, and initiatives such as Guided Pathways
- Maintain timely and accurate records of student enrollment, attendance, and academic progress
- Provide academic assistance and related services to students during scheduled office hours
- Cooperate with and participate as may be required in District investigations and/or student grievance matters of alleged unlawful harassment, discrimination, and retaliation
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff
- Complete required District trainings such as Title IX, Mandated Reporter, EEO/Diversity/Elimination of Bias, Workplace Safety, etc.

### Minimum Qualifications

**Required Education from a U.S. Department of Education recognized accredited organization and Required Discipline Specific Requirements/Licensure:**

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty

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and staff **AND**

- Bachelor's degree or higher **AND** two (2) years of professional experience **OR**
- Any associate degree **AND** six (6) years of professional experience **OR**
- Possess a lifetime California Community College Instructor credential in **Medical Assisting OR**
- \*Equivalent **AND**
- Current Medical Assisting Certification

### Required Professional Expertise:

- Currency and depth of knowledge in the applicable professional field
- Knowledge of and commitment to teaching strategies and practices that enhance student success at community colleges, including effective use of technology
- Effective oral and written communication skills.
- Demonstrated ability to teach the courses or perform the duties effectively as described above
- Demonstrated ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds; gender identities, sexual orientations; and students with disabilities
- Evidence of professional activities and service beyond the primary teaching assignment
- Development and review of curriculum as well as including assessment of learning
- Demonstrated ability to work cooperatively with others
- Demonstrated responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practices in the classroom
- Demonstrated ability to reflect critically on institutional and teaching practices that aim to increase cultural responsiveness
- Knowledge and understanding of the accountability and critical dimensions of equity
- Demonstrated ability addressing issues of equity in the classroom

### Desired Qualifications/Performance Expectations:

- Successful teaching experience at the community college level
- Demonstrated ability to employ innovative teaching techniques and methodologies
- Experience teaching diverse student populations
- Successful online teaching experience
- Knowledge of culturally-responsive pedagogical teaching techniques and effective ways for

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engaging students who are historically under-represented and under-served.

### **\*Equivalency Application Form and Process**

**Why would I complete the Equivalency Form when I'm already completing an application and have a relevant degree?** To determine whether your current education, or *exact* discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

**Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration** by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

**Still working to complete your degree?** Applicants that are currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information please review our [Applicant FAQ's](#).

### **Additional Information**

**Starting Salary: \$1,599 - \$2,454** per teaching unit, per semester; salary placement determined by documented education and experience; maximum initial salary step placement on the [Associate faculty salary schedule](#) is step 9. An annual doctoral stipend of **\$107** per unit is granted to eligible associate faculty. Assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged.

### **APPLICATION PROCESS**

- Complete the application and answer all supplemental questions, including entering your complete Medical Assisting Certification information in the Certificates & Licenses section of the application
- 2. Attach resume or CV detailing teaching and work experience
- 3. Attach **one** of the following:
  1. Unofficial Transcripts from all colleges attended **displaying any degrees conferred** (scans, photocopies, photos, and downloads are acceptable). Foreign transcripts must be

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evaluated for U.S. equivalency and any costs are at the applicant's expense -[click here](#) for more information **OR**

2. Copy of a Lifetime California Community College Instructor credential in Medical Assisting **OR**
3. Completed and signed Equivalency Form -[click here](#) (optional) Submit this form with supporting materials if you do not possess the minimum qualifications as listed in the job announcement and feel you have the equivalent education and/or experience.

### **Attention Applicants**

Only completed applications with the above required documents will be reviewed by the committee; additional documents will not be reviewed by the committee. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### **Selection Procedure**

This associate position is open through the deadline date as noted above **OR** until the position has been filled. A search committee will review application materials and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview.

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.



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### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4441123/medical-assisting-associate-instructor>

jeid-eaae646199cf8e4aab28abd385a89be1

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

Medical Assisting  
Cabrillo College

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