

Medical Assisting Faculty, Part-Time, Adjunct Faculty Pool  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252023>

Downloaded On: Jan. 24, 2025 12:53pm

Posted Jan. 23, 2025, set to expire May 24, 2025

**Job Title** Medical Assisting Faculty, Part-Time, Adjunct Faculty Pool

**Department** All Jobs

**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Jan. 23, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Adjunct Professor  
Faculty Associate

**Academic Field(s)** Health Sciences

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Medical Assisting Faculty, Part-Time, Adjunct Faculty Pool

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Requisition Number: FAC00419

### **General Description**

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions.

The Department of Allied Health is accepting applications for part-time teaching positions in Medical Assisting at the College's Northeast Regional Center.

\*Applicant credentials will be kept on file until the end of the 2023-2024 academic year.

#ID23

### **College Intro**

*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

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- Teach courses from the following areas: introductory and advanced clinical skills, pharmacology, and point-of-care laboratory testing.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Actively participate in the academic life of the College.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom.
- Participation in continual assessment and course updates to ensure excellence in meeting program and student learning outcomes.
- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention.
- Commitment to professional learning and growth, student mentoring, and service to the profession.

### Minimum Qualifications

- Qualified candidates must have Bachelor's degree in a health-related field or education with demonstrated medical assisting or nursing experience in the past five years.

### Preferred Qualifications

- Experience teaching in a community college and CMA (AAMA), RN or LPN credential.

### Benefits:

*"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

### Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)

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- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

- Cover letter of interest and CV/resume REQUIRED.
- Name and contact information for three (3) references REQUIRED.
- Employment offers are contingent upon successful completion of background checks in accordance with the Pennsylvania Child Protective Services Law.
- Must be legally eligible to work in the U.S. Community College of Philadelphia is an affirmative action, equal opportunity and equal access employer. The College encourages applications from individuals from traditionally under-represented groups. AA/EOE.

All candidates must have child abuse clearances, FBI fingerprinting, PA State Criminal Background Checks and have completed the Child Abuse Recognition and Reporter Training within the past 5 years or renew certifications/course completion prior to start date.

Community College of Philadelphia is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Do you have at least a Bachelor's in a related field?
  - Yes
  - No
2. \* Do you have experience teaching at a community college and CMA (AAMA) credential?
  - Yes
  - No
3. \* How did you first learn about this employment opportunity?
  - Community College of Philadelphia Website
  - Careerbuilder.com
  - HigherEdJobs.com
  - LinkedIn
  - The Chronicle
  - Job Fair
  - Indeed.com
  - HireVeterans.com
  - HERC - Higher Education Recruitment Consortium
  - CCP - Faculty Recruiting Event
  - Other
4. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

## Documents Needed to Apply

### Required Documents

1. Resume
2. Curriculum Vitae
3. Cover Letter/Letter of Application
4. References

### Optional Documents

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1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts
4. Letters of Recommendation

**Contact Information**

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

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

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