

Assistant Professor Medical Assisting (Madras Campus)
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252427>

Downloaded On: Jan. 30, 2025 10:25pm

Posted Jan. 30, 2025, set to expire Mar. 30, 2025

Job Title	Assistant Professor Medical Assisting (Madras Campus)
Department	Medicine
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Jan. 30, 2025
Application Deadline	03/30/2025
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Health Sciences Medicine
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Job Description

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Position Number: B1192PD

Starting Wage/Salary: \$61,560 - \$72,009 plus exceptional benefits

Close Date: 03/30/2025

Primary Purpose:

The Assistant Professor of Medical Assisting - Madras provides instruction to students in the Madras Medical Assisting program, develops curriculum, assesses student learning, and provides student advising.

CTE Program Director Disclaimer: Every Career & Technical Education (CTE) program has a Program Director. As faculty within the Medical Assisting program, with advanced notice, you may be asked to perform the job duties of the Program Director for this program. In the event that this designation is given, you will be provided with the information regarding this position prior to any appointments.

Essential Duties and Responsibilities:

- Provide instruction in area of Medical Assisting and Allied Health, using approved course outcome guides. Teaching assignments may be during the day (including early morning), evening, or weekend, with most instruction taking place in Madras at the COCC campus or clinical sites, online, or remotely.
- Provide student advising and assistance in areas of course selection, career planning, job placement and employment follow-up.
- Hold at least five scheduled office hours per week for student help sessions and program assistance.
- Participate in department meetings, curriculum revision, course assessment, program assessment, and program review.
- Engage in regular professional growth activities, remain current in the field, and maintain current credentials or licensures as required by the program.
- Participate in service to the college. This may include participating in College committees, taskforces, peer teams, or other activities.
- Provide meaningful, professional service to the community, businesses, public agencies, and other organizations.
- Perform other essential job functions as assigned that support the overall objective of the position.

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Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Thorough knowledge in the field of taught discipline and demonstrated ability to apply this knowledge.
- Ability to adapt and use a variety of teaching and assessment techniques including the use of technology to enhance student success.
- Ability to observe, direct, and oversee students ensuring safety in the classroom or laboratory.
- Ability to work with and present various curriculum concepts to a wide range of students with varying diverse backgrounds, abilities, and learning styles.
- Ability to effectively use Microsoft office suite, various course management systems, technology to teach traditional, hybrid, or online courses and other technology used in the instruction setting.
- Ability to communicate effectively and respectfully with diverse students, staff, and community members.
- Ability to provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
- Willingness to travel and or teach at various hours and campus locations, as required.
- Ability to foster a collaborative atmosphere among students and the willingness to work as a member of a team with faculty.
- Excellent oral, written and electronic communication skills.
- Ability to teach and assess student achievement in cognitive, psychomotor and affective domains as identified in the CAAHEP Core Curriculum, Appendix B of the Standards under the guidance of the MAERB.
- Knowledge of teaching and instruction of various audiences and group dynamics or completion of MAERB approved education prior to assignment.

Minimum Requirements:

Education:

- Associates degree from an accredited college or university.

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Experience:

- One-year relevant experience working in the outpatient medical field.
- Three years of 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.

Special Qualifications:

- Must have current Medical Assisting credentialing specified below or one of the following: RN, APN, PA, MD or DO.

a. Medical Assistants must be credentialed, in good standing, in medical assisting by an organization whose credentialing exam is accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI). The CMA or RMA credential is preferred. Nurses and providers must be willing to take one of the certification exams to receive medical assisting certification.

Preferred Qualifications:

Education:

- Bachelors degree or higher in medical assisting related field.

Experience:

- Experience in a variety of outpatient settings performing the functions of an MA or provider.

To apply, visit <https://jobs.cocc.edu/postings/11017>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the

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Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Medicine
Central Oregon Community College

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