

## Instructional Technician - Medical Assisting Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=253909>

Downloaded On: Mar. 4, 2025 5:11pm

Posted Mar. 4, 2025, set to expire Mar. 18, 2025

<b>Job Title</b>	Instructional Technician - Medical Assisting
<b>Department</b>	Medical Assisting
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Mar. 4, 2025
<b>Application Deadline</b>	03/18/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Medicine Education Health Sciences
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6042779">https://apptrkr.com/6042779</a>

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**Job Description**

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**Instructional Technician - Medical Assisting**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Hourly (1%-49%)

**Job Number:**

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2025-01949

**Closing:** 3/18/2025 11:59 PM Pacific

**Location:** Aptos, CA

**Department:** Medical Assisting

### Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff 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!

Under general supervision, this **Part-time(40%, 16 hours per week, 10-months per year)** **Instructional Technician - Medical Assisting** position provides instructional laboratory and administrative support for the District's Medical Assistant instructional program; provides group and individual tutoring assistance to reinforce class materials; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). 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.

**Starting Salary Range: \$27.05 to \$31.32per hour;**plus 5% annual increases up to step 7. The maximum initial salary step placement on the [classified salary schedule](#) or [confidential salary schedule](#) is step 4. The position is scheduled to begin as soon as possible, pending Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

This part-time (40%, 16 hours per week, 10 months per year) assignment has the following working hours:

Monday 10:30am-4:30pm - break 1:30-2pm

Wednesday 8:30am-1:30pm - break 11-11:15am

Thursday 10:30am-4:30pm - break 1:30-2pm

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### **Benefits:**

This part-time assignment is not eligible for insurance-related benefits or PERS retirement benefits.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

### **Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists and tutors Medical Assistant program students to reinforce instructor teaching on a variety of medical assisting concepts, procedures and practices; demonstrates proper procedures for use of equipment such as blood pressure cuffs and devices; provides critiques to students on their skills performance; explains and provides guidance to students and checks homework assignments to ensure completion; assists students in assessing their learning types and applying appropriate learning techniques to retain medical assisting concepts, procedures and practices.
- Sets up, installs, maintains, services and arranges for the repair of medical clinic and laboratory equipment for use in classes, workshops, laboratory sessions and supplemental tutoring; ensures all required equipment, materials and supplies are available for classes and other sessions in accordance with instructor requirements.
- Develops and presents learning materials and instructional exercises to students, individually or in groups; provides training to students and others on the proper and safe use of specialized equipment and devices such as electrocardiographs, spirometers, centrifuges and autoclaves; assists in grading tests and quizzes and maintains student records.
- Prepares purchase orders and maintains an inventory of clinical and office materials and supplies to meet instructional requirements; obtains bids and participates in negotiating prices for specialized equipment and supplies.
- Maintains a safe and sanitary learning environment for faculty and students.

### **OTHER DUTIES**

- Arranges for the pickup and disposal of sharps and pharmaceutical waste in accordance with

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- established District and OSHA regulations and procedures.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

### Minimum Qualifications

#### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- An understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Completion of a recognized program for medical assisting at an accredited college, **AND**
- Two years of experience in either educational support work that included interaction with students in a classroom or tutorial setting, or work in the program area to which assigned,
- **OR** an equivalent combination of training and experience.

#### **Certification Requirements**

Current certification as a Certified Medical Assistant issued by the California Certifying Board for Medical Assistants (CCBMA), American Association of Medical Assistants (AMMA) or other equivalent certifications, **OR** eligibility to obtain such certification within 12 months of employment.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Principles, clinical procedures, practices, methods and equipment used in a medical office by Medical Assistants.
- Common materials and supplies used in a medical office.
- Health and safety practices applicable to sterilization and infection control related to the Medical Assisting program.
- Applicable laws and regulations governing the Medical Assisting Program including Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC) and HIPAA regulations.

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- Study and learning techniques and strategies applicable to assisting students in the Medical Assistant program at a level necessary to perform assigned responsibilities.
- Hazardous materials management and disposal practices and procedures.
- District policies and procedures governing purchasing and accounts payable activities.
- Modern office practices, procedures and equipment including computers and applicable software programs.
- Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.

### **Skills and Abilities to:**

- Evaluate student learning needs and develop appropriate tutoring strategies to enhance student learning in Medical Assisting courses.
- Convey understanding and empathy for students' learning issues and challenges.
- Explain course materials and concepts clearly and at a level and in a manner that accurately conveys information and supports students in reaching their educational goals.
- Tutor students with a variety of learning needs, either individually or in groups; transition tutoring approaches and content to different levels of coursework and adjust communication to the level of students in the moment.
- Provide day-to-day administrative and technical support to instructors in carrying out their instructional responsibilities.
- Accurately, thoroughly and clearly answer students' subject-matter, equipment-use and technology questions.
- Provide day-to-day technical support for computer hardware, peripherals and business and specialized equipment and software used in medical assisting course laboratories.
- Demonstrate safe practices and procedures in the use of specialized medical office equipment, materials and supplies.
- Maintain accurate and up-to-date records, files and databases.
- Maintain the confidentiality of student records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

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### Additional Information

#### Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach any current, relevant certifications as referenced in the Minimum Qualification section above if you have them.
4. (Encouraged, but not required) Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (copies, photos, and downloads are acceptable).

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

#### Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation ) for this position will not be reviewed. 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.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

#### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

#### Conditions of Employment



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Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

### **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.

### **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/4843443/instructional-technician-medical-assisting>



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### **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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