

**Medical Assistant- Adjunct Professor  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=257065>

Downloaded On: May. 17, 2025 5:26am

Posted May 16, 2025, set to expire Jun. 30, 2025

**Job Title** Medical Assistant- Adjunct Professor  
**Department** Short Term Vocational  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** May 16, 2025

**Application Deadline** 06/30/2026  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Health Sciences  
Medicine

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**Job Description**

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**Medical Assistant- Adjunct Professor**

**Posting Number:** A-122-2024

**Department:** Short Term Vocational

**Division:** School of Continuing Education

**Salary:** \$69.46 per hour (based on lecture hour equivalent)

**Open Date:** 05/12/2025

**Close Date:** 06/30/2026

**Initial Screening Date:**

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**Open Until Filled:** No

**Basic Function/Overview:**

**THIS IS A TEMPORARY, HOURLY AS NEEDED POSITION WITHOUT PERMANENT STATUS.**

This is a **CONTINUOUS** recruitment for an applicant POOL to fill part-time, temporary, hourly assignments on an as-needed basis. Departments or divisions will refer to the POOL of applications on file to fill temporary assignments as the need arises. You will be contacted by the hiring manager should the department/division be interested in scheduling an interview.

**Essential Duties & Responsibilities**

1. Teach courses in the School of Continuing Educations Short-Term Vocational Department.
2. Participate in curriculum development, program advisory board, learning outcome development and assessments, and participate in appropriate professional development activities.
3. Collaborate effectively with other faculty, staff, and administrators to plan, develop, and execute related programs.
4. Instruct and assist in the growth and success of a diverse population of students through careful preparation of course materials and effective teaching methods.
5. Maintain scheduled office and campus hours, and participate in department/division meetings and committees.
6. Late afternoon, evening and/or weekend assignments may be required as part of the regular contract.
7. Lecture hours of teaching will range from 1 to 19 hours per week.
8. Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities and College, division and department policies.

**Minimum Qualifications:**

**A. The minimum of one of the following awarded/conferred from a regionally accredited institution:**

1. A bachelors degree; and two years of occupational experience related to the subject of the course taught.**OR**
2. An associate degree; and six years of occupational experience related to the subject of the

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course taught.**OR**

3. Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter.**OR**
4. For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for non-credit apprenticeship instructors in that occupation, as specified in Section [53413](#).

**AND**

B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in a multicultural environment; awareness and commitment to the special needs of non-traditional students.

**Preferred Qualifications:**

1. Communicate effectively to students orally and in writing.

**License(s) & Other Requirements:**

**Health & Welfare:**

Not Applicable

**Working Environment::**

**Equivalencies:**

Candidates not holding the stated required qualifications who are requesting consideration based on an equivalency will need to answer the equivalency questions included in the application.

**Conditions of Employment:**

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**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

**Notice to all prospective employees** - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#). The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Application Procedure:**

**Complete application packets will be accepted until the position is filled.**

Applicants must submit all of the following materials online, unless otherwise noted, at the [Mt. SAC Employment Website](#) to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

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**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

For more details about this position, please contact:

Name: Diana Lupercio

Title: STV Director

E-mail: [dlupercio1@mtsac.edu](mailto:dlupercio1@mtsac.edu)

Phone: (909) 274-6192

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge and abilities and other job-related criteria as listed in the job posting. Interviews may include a writing sample, presentation, teaching demonstration and/or performance test.

**EEO Policy:**

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

The District works to create an inclusive environment that provides a safe-haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

We are committed to hiring Faculty, Staff, and Management that understand how cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial, and human understanding; and provides positive role models for all students.

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**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

To apply, visit <https://hrjobs.mtsac.edu/postings/13566>

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**Contact Information**

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

**Contact**

Short Term Vocational  
Mt. San Antonio College

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