

Clinical Medical Assisting, Part-Time Faculty (Non-Credit)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=263357>

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Posted Oct. 2, 2025, set to expire Jan. 31, 2026

Job Title	Clinical Medical Assisting, Part-Time Faculty (Non-Credit)
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Oct. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor Adjunct Professor
Academic Field(s)	Health Sciences
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Posting Details

Position Information

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Requisition Number: FAC00537

General Description

The Workforce Development unit at the Community College of Philadelphia seeks part-time Instructors with experience teaching adult learners in the Clinical Medical Assisting program. Ideal candidates will bring a strong healthcare background and proven expertise in delivering engaging, practical, and certification-aligned training. These courses prepare students for national certification as Clinical Medical Assistants, covering topics such as patient intake and documentation, vital signs, phlebotomy, EKG, pharmacology, clinical procedures, and medical office practices. Classes may be offered during daytime and/or evening hours at the Community College of Philadelphia.

Workforce Development provides noncredit education to businesses, organizations, and individuals wishing to enhance their skills and meet professional goals. We offer a comprehensive menu of high-quality continuing education and career-training programs delivered by expert faculty and staff.

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

- Instruction: Teach clinical medical assisting skills to prepare students for national certification and employment in healthcare settings. Provide applied instruction in patient intake, vital signs,

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phlebotomy, EKG, pharmacology, clinical procedures, and medical office practices.

- Curriculum Delivery: Teach assigned classroom and lab content following approved course descriptions and syllabi, ensuring alignment with student learning outcomes and industry certification standards.
- Documentation & Assessment: Document student attendance, monitor performance, and evaluate progress using established assessment methods. Maintain accurate records of student competencies and credentialing readiness.
- Clinical & Administrative Support: Ensure safe and effective lab operations by monitoring equipment, ordering supplies, and supporting clinical activities. Model professional conduct and adherence to healthcare protocols and safety standards.
- Commitment to Mission: Demonstrate a sense of connection and responsibility for helping the College achieve success through a commitment to its mission, vision, and values.
- Technology Integration: Incorporate instructional technology and simulation tools to enhance the learning experience. Utilize learning management systems and other digital platforms to support student learning and assessment.
- Collaboration & Leadership: Communicate effectively, foster collaboration, and inspire students and colleagues to achieve program and college success. Proactively identify and address challenges in academic and clinical contexts.
- Inclusive Practices: Establish an inclusive classroom and clinical environment. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff, and students.
- Student-Centered Learning: Manage the learning environment with a student-centered focus. Implement diverse teaching and learning strategies that accommodate varied learning styles and promote student engagement.
- Teaching Excellence: Strive for excellence in teaching by applying best practices in medical education, modeling professional standards, and encouraging student success, persistence, and retention. Advocate for the unique needs, culture, and well-being of students.

Minimum Qualifications

- Certified Clinical Medical Assistant (CCMA) credential or equivalent recognized certification required.
- Minimum 3 years of recent clinical experience as a practicing Certified Clinical Medical Assistant required.
- Experience teaching, training, or mentoring adult learners in clinical or academic settings required.
- Strong communication, facilitation, and learner engagement skills required.

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- Demonstrated ability to use instructional technology and support student learning required.

Preferred Qualifications

- Nationally recognized medical assisting credentials such as CCMA (NHA), CMA (AAMA), RMA (AMT), or NCMA (NCCT) preferred.
- Additional certifications in Phlebotomy (CPT), EKG (CET), Basic Life Support/CPR (AHA or Red Cross), or related healthcare fields preferred.
- Broader healthcare credentials such as LPN, RN, or other allied health certifications preferred.
- Previous teaching experience in a clinical medical assisting program preferred.
- Experience supporting diverse learners and implementing inclusive teaching strategies preferred.
- Bilingual or multilingual proficiency.

Work Location: Main Campus

Benefits Summary

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: Adjunct Faculty

Job Posting Open Date: 10/02/2025

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. 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)

3. * Do you hold a Certified Clinical Medical Assistant (CCMA) credential or equivalent recognized certification?
 - Yes
 - No
4. * Do you have at least three (3) years of recent clinical experience as a practicing Certified Clinical Medical Assistant?
 - Yes
 - No
5. * Do you have experience teaching, training, or mentoring adult learners in clinical or academic settings?
 - Yes
 - No
6. * Do you have experience with the use of instructional technology?
 - Yes
 - No

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7. * Do you hold any of the following nationally recognized medical assisting credentials: CCMA (NHA), CMA (AAMA), RMA (AMT), or NCMA (NCCT), Phlebotomy (CPT), EKG (CET), Basic Life Support/CPR (AHA or Red Cross)?
- CCMA
 - CMA
 - RMA
 - NCMA
 - Phlebotomy (CPT)
 - EKG
 - Basic Life Support/CPR
8. * Are you a Registered Nurse (RN) or Licensed Practical Nurse (LPN)?
- Registered Nurse (RN)
 - Licensed Practical Nurse (LPN)
 - No
9. * Are you bilingual or multilingual?
- Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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