

**Adjunct Faculty, Medical Assisting
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=268035>

Downloaded On: Nov. 7, 2025 7:14pm

Posted Nov. 7, 2025, set to expire Mar. 6, 2026

Job Title Adjunct Faculty, Medical Assisting
Department Biological & Health Sciences Operations Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Nov. 7, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Adjunct Professor

Academic Field(s) Medicine
Health Sciences

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Job Description

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**Adjunct Faculty, Medical Assisting
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Part Time
REQ-00000619

Why choose the College of Lake County for your next opportunity?

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The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Adjunct Faculty, Medical Assisting

Department:

JM - Biological & Health Sciences Operations Department

Position Type:

Faculty

Job Family:

Part-Time Faculty

Job Summary:

Teach one or more of the following Medical Assisting courses:

-MOA 111: Clinical Medical Asst I-MOA 112: Basic Med Office Administrative Procedures-MOA 115: Insurance and Billing for Medical Assistants-MOA 119 Pharmacology Math and Medication Admin. for Med. Assist.

-MOA 210 Clinical Laboratory Procedures for Medical Assisting

-MOA 211: Clinical Medical Assisting II The courses must be taught in accordance with current program approved course descriptions, course outlines, textbooks, and syllabi. Prepare lecture and lesson plans, teach lecture and/or lab portion of class, and respond to and grade student work. Use appropriate academic software (Canvas, PowerPoint, etc.)

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11/06/2025

Expected Start Date:

12/08/2025

Compensation Grade:

Full-Time/Part-Time:

Part time

Location:

Lakeshore Campus

Total Hours Per Week:

40

Job Description:

Teach lecture and lab/clinic portion of Medical Assisting class:

- Observe safety and liability limitation protocols.
- Observe medical confidentiality or related protocols.
- Prepare for classes and grade student work in a timely manner.
- Develop instructional materials and revise as required.
- Deliver course content using a variety of teaching styles.
- Assess student learning and assign grades and provide feedback in a timely manner on student progress.
- Observe and evaluate student performance in meeting course objectives and learning outcomes through assignments, projects, discussions or examinations.
- Maintain current knowledge of subject matter.
- Select, prepare and maintain current curriculum, course outlines and printed and non-printed instructional materials.

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- Provide instructional support to the students. Refer students, when appropriate, to sources of specialized services within the College.
- Provide the Division and the students a syllabus that includes course objectives and learning outcomes, attendance policies in line with those of the college, texts and readings, timelines and evaluation criteria, and any other information required by College, Division, or departmental policy.
- Maintain office/discipline/grade/division records as required by the College.
- Be available for student consultation through phone or email.
- Conduct all classes in accordance with an established and current course syllabus and approved textbook (and/or related instructional material).
- Meet all classes for the scheduled time and modality.
- Submit all grades electronically prior to the required deadlines.
- Attend required Adjunct meetings in the Fall and Spring semesters. Participate in college governance and other aspects of academic life.

Required Qualifications

MOA 111, 112, 115, 119, 210, 211, 212 and 213 Associates degree (Bachelors preferred) AND Certified/Registered as a Medical Assistant OR Registered Nurse AND one year tested experience in a medical office setting and/or in the designated content area setting related to the profession of medical assisting AND knowledgeable in the Medical Assisting Education Review Board (MAERB) Core Curriculum objectives.

MOA 112 and 115 only Associates degree (Bachelors preferred) AND Certified/Registered as a Medical Assistant OR Registered Nurse OR RHIA/RHIT OR Certified Medical Biller/Coder OR Certified Medical Administrative Assistant (CMAA) AND one year tested experience in a medical office setting and/or in the designated content area setting related to the profession of medical assisting AND knowledgeable in the Medical Assisting Education Review Board (MAERB) Core Curriculum objectives.

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Medical Assisting Review Board (MAERB) Qualifications for faculty/instructional staff teaching MOA program specific courses: must be effective in teaching and knowledgeable in the MAERB Core Curriculum content included in their assigned teaching as documented by education AND tested experience in the designated content area AND have documented education in instructional methodology AND a minimum of one year tested experience in a medical office setting and/or the designated content area setting related to the profession of medical assisting. MAERB defines that instructional methodology education may be demonstrated by documentation of completed workshops, in-service sessions, seminars or completed college courses, on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.

Per Load Hour Compensation Schedule

2025 -2026 - \$1,373

2026 -2027 - \$1,414

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

To apply, visit https://clc.wd5.myworkdayjobs.com/en-US/External/job/Lakeshore-Campus/Adjunct-Faculty--Medical-Assisting_REQ-00000619-1

Contact Information

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

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Contact

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