**DATE**:  May 23, 2016

**POSITION TITLE:** Medical Assistant Program Director/Instructor

**START DATE:** August 2016

**QUALIFICATIONS:** Minimum of bachelor’s; master’s degree preferred. Medical Assisting credential in good standing from an institution accredited by the National Commission for Certifying Agencies of the American National Standards Institute.  Three years employment in a healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting. Candidate should have experience in administrative and clinical procedures as performed by a medical assistant. Successful teaching experience at the secondary or post-secondary level required; experience in online teaching a plus.

**RESPONSIBILITIES:** This full-time position includes management of a nationally accredited program, program development and evaluation, teaching didactic content and practicum instruction. Other faculty responsibilities include student advising, curriculum development, committee work and participation in all institutional assessment activities.

**APPLICATION PROCEDURE:** Application review will begin immediately and continue until the position is filled. For consideration, please submit cover letter, resume, transcripts and names of three references to:

Human Resource Manager

Northern Maine Community College

33 Edgemont Drive

Presque Isle, ME  04769