



## **NORTHERN MAINE COMMUNITY COLLEGE**

### ***POSITION ANNOUNCEMENT***

- POSITION TITLE:** Medical Assistant Program Director/Instructor
- START DATE:** August 2017
- 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, NMCC Application, resume, official transcripts, verification of credentials, and names of three references to:

Dr. Dottie Martin, Academic Dean  
Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, ME 04769

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