

Wenatchee Valley College Medical Assistant/Medical Terminology Instructor

Wenatchee Valley College is seeking part-time faculty to join its allied health faculty, teaching Medical Assistant and Medical Terminology. The successful candidate will teach a combination of in-person and online classes.

Medical Assisting and Medical Terminology are important disciplines in WVC's need to provide a balanced array of offerings in allied health and in supporting workforce and career pathway programs which prepare students for employment in healthcare settings and further study in related fields.

Examples of Duties and Responsibilities:

- Prepare or modify course content including syllabi, presentations and lessons, in accordance with college course outlines.
- Provide appropriately challenging instruction for assigned courses, including preparation for educational activities, evaluation of students' work, and consultations with students to help them realize their full potential as learners.
- Maintain accurate class and other records required by the college.
- Give timely feedback and progress reports to students during the quarter and submit final grades at the end of the quarter.
- Maintain office hours.
- Work cooperatively within the department and college community and attend monthly department chair meetings.
- Foster a positive working environment that is free from harassment, prejudice and/or bias, and demonstrate a respect for the dignity of everyone.

Required Qualifications:

- An associate degree or higher in Medical Assisting or a closely related field. Current certification as a Medical Assistant through a nationally recognized certifying body (e.g., AAMA), and eligibility to meet requirements set by the Washington State Department of Health.
- At least 3 years of experience working as a CMA.
- Excellent communication and interpersonal skills.
- A demonstrated commitment to promoting equity, diversity, and inclusiveness in an educational environment.

Desired Qualifications:

- Experience utilizing a Learning Management System, such as Canvas.
- Successful experience teaching, especially at the college level.

We are looking for enthusiastic instructors who set high expectations but are eager to help students meet those expectations.

Interviews will include a teaching demonstration on a topic selected by the interview committee.

To Apply, Please Submit:

- Cover letter directly addressing your interest and how you meet the qualifications for the position.
- Curriculum Vitae/Resume.
- Copies of your transcripts (unofficial are fine).

To:

Karyna Bukovtsova
Assistant to the Dean of Professional Technical and Allied Health Program.
Wenatchee Valley College
1300 Fifth Street
Wenatchee WA 98801
kbukovtsova@wvc.edu

Reasonable Accommodation:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Equal Opportunity Employer:

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Manager, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed or modified at any time.