



**Job Title: Medical Assistant Instructor**

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**Reports to: Campus Director or Department Director**

**Job Summary:**

Vantage College has an open invitation for candidates to apply for a full time or part time instructor position at the Medical Assistant Associates Degree Department. This job opening is available through our Campuses located at Austin, El Paso and San Antonio, Texas.

The primary duty is conducting all aspects of Medical Assistant training (teaching, tutoring, instructing and / or lecturing, and participating in community outreach activities such as Health Fairs), works with lead instructor and / or Department Director to modify & evaluate curriculum as needed, grade student homework, test and assignments, prepare and assess students before taking certification exams.

**Essential Job Functions:**

1. Provides Medical Assistant instruction.
2. Creates and maintains a course outline and syllabus, present class lectures and educational demonstrations, prepare course benchmarks (such as quizzes and exams) and maintains student grades / attendance reports.
3. Plans and organizes class formats including skills instruction, curriculum, hands-on practices sessions, and evaluation periods.
4. Facilitates labs for medical students, and conducts one-on-one tutoring as needed.
5. Delivers clinical courses (phlebotomy, pharmacology, medical terminology, anatomy, physiology, etc) and some medical office administrative classes (medical office procedures, computer applications, medical billing and coding, accounting and medical transcription, etc), within established guidelines and timeframes, and maintains appropriate student conduct.
6. Grades homework in a timely manner, and does all appropriate tracking of attendance and scholastic performance.
7. Works with lead instructor and other instructors to develop new and unique approaches to training including support documentation and classroom examples and exercises.
8. Prepares students to get nationally certified in different disciplines such as: Phlebotomist, EKG, Medical Billing and Coding, CPR and Certified Medical Assistant.
9. Makes training related recommendations regarding: course changes, technical set-up, classroom tools and equipment, class prerequisites and rescheduling.
10. Keeps all certifications held current and obtains other certifications as required.
11. Endorsement of the teaching philosophy of Vantage College which supports a goal of success for all students through hands-on learning experiences, and strong faculty involvement.
12. Represents Vantage College mission and vision.

**Job Requirements:**

1. Associate or Bachelor Degree in medical oriented field from an accredited school and possess an active RMA or CMA (or equivalent) credential.
2. Two (2) years front and back office Medical Assistant experience is required, within the five (5) years immediately preceding employment by the school.
3. Prior experience as an instructor is desired.



4. Experience in billing and insurance, medical terminology, coding ICD10, CPT, and anatomy and physiology, pharmacology, EKG, wound care, GYN procedures, documentation, vital signs, and computer skills.
5. Strong oral, written communication and interpersonal skills.
6. Demonstrated ability to effectively teach students from diverse academic, socioeconomic, and cultural backgrounds
7. Bilingual in English/Spanish preferred.

**Instructions to apply:**

Prospective candidates should provide electronically, as a single PDF file, the following material:

1. Cover letter
2. Curriculum vitae
3. Unofficial transcripts;
4. Copies of certifications
5. Contact information, including e-mail addresses and telephone numbers, for three references.

Please email all documentation listed above to [jobs@vantage.edu](mailto:jobs@vantage.edu); in the message's subject line enter the job position title and city of your interest (i.e. Medical Assistant Instructor, El Paso-Tx).