

**Job Title:** Non-Teaching Adjunct Lecturer – Allied Health Certification Preparation

**Closing Date:** This position is open Until Filled (the review of applications to begin immediately)

**Location:** Manhattan Educational Opportunity Center

**Position Type:** Non-Teaching Adjunct Lecturer

**Salary:** \$46.49-47.42/hour

**Full/Part Time:** Part-Time

**Regular/Temporary:** Regular

**FLSA:** Exempt

### **GENERAL DUTIES**

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

**CONTRACT TITLE:** Non-Teaching Adjunct

### **CAMPUS SPECIFIC INFORMATION**

The Manhattan Educational Opportunity Center delivers student-centered academic and workforce development programs and serves as a gateway to access further education, career achievement, personal growth, and self-sufficiency for adult learners in the NYC area.

The MEOC seeks staff members at all levels who are dedicated to improving the educational and career opportunities of adult learners in New York City. The MEOC is located in Harlem on 125th Street. This position may require evening hours. At this time classes and workshops are primarily held in a hybrid model with some in-person classes at the Manhattan EOC or partner location in Upper Manhattan and some classes held remotely via Zoom. This is subject to change and specific details will be shared with individuals who are interviewed. For additional information on the Center please review our website: <http://www.bmcc.cuny.edu/meoc>.

The Manhattan Educational Opportunity Center (MEOC) was established in 1966 by the State University of New York (SUNY), as a result of an act of the New York State Legislature. The MEOC is funded by the SUNY University Center for Academic and Workforce Development (UCAWD) and administered by Borough of Manhattan Community College (BMCC) of the City University of New York.

The Manhattan EOC seeks Non-Teaching Adjunct Lecturers for up to 12 hours per week who will:

- Prepare and deliver student workshops to support employability and certification attainment

- Prepare students for National HealthCareer Association (NHA) licensure in allied health fields such as Phlebotomy Technician Certification, Electronic Health Records Specialist Certification
- Evening or weekend assignments may be required

## **QUALIFICATIONS**

Bachelor's degree.

## **OTHER QUALIFICATIONS**

- Master's degree in related field preferred and experience working with a diverse population and at least one year teaching adult students
- Experience in supporting the employability of adults in the Allied Health field in the areas that the Manhattan EOC offers trainings (Phlebotomy, EKG, Electronic Health Records, Medical Administrative Assistant, Certified Nursing Assistant) or similar
- Experience preparing adults for certification exams in the Allied Health field in the areas that the Manhattan EOC offers trainings (Phlebotomy, EKG, Electronic Health Records, Medical Administrative Assistant, Certified Nursing Assistant) or similar

**TO APPLY:** Please send a resume and cover letter to Manhattan EOC Academic Affairs at [academics@man.eoc.cuny.edu](mailto:academics@man.eoc.cuny.edu)

No calls or walk-ins please.

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.