

Job Title: Adjunct Lecturer (Certified Medical Administrative Assistant Program)
Closing Date: Open until filed (the review of applications to begin immediately)
Job Category: Part-Time Teaching (Certified Medical Administrative Assistant Program)
Location: Manhattan Educational Opportunity Center
City/Cities: Manhattan
Position Type: Adjunct Lecturer
Salary: \$91.67/hour

Job Description:

Educational Opportunity Centers (EOC) provide academic instruction, career training, and support to educationally and economically disadvantaged adults. EOC Lecturers perform teaching and related faculty functions in area(s) of expertise, including student advisement, curriculum development, and activities to advance the Centers' educational goals.

Adjunct Lecturers:

- Have the ability to teach any course in the program
- Prepare and deliver students lectures
- Advise student organizations
- Serve on committees and provide services to community, government, and industry
- Participate in departmental and Center-wide assignments, student advisement, curriculum development, and related activities in advancement of the educational aims of the Center
- Evening or weekend assignments may be required

Adjunct Lecturers needed to teach the following subjects areas:

Certified Medical Administrative Assistant Program classes:

- Medical Administrative Assistant (MAA) Fundamentals
- Medical Terminology
- NHA CMAA Exam Prep

The CMAA program is a hybrid program that is primarily taught online with a few mandatory in-person class sessions. Applicants must have the ability to teach online. Day and evening classes may be offered, please specify your availability when you apply.

Adjunct Lecturers needed for Spring 2023 with classes starting in January.

QUALIFICATIONS

Bachelor's degree in area(s) of expertise, and the ability to teach successfully.

OTHER QUALIFICATIONS

Master's degree in related field preferred and experience working with a diverse population and at least one year teaching adult students. The NHA CMAA Certification is preferred.

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 requires evening hours. 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.

TO APPLY: Candidates should send cover letter and resume to the Manhattan EOC Academic Affairs office at 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.