

Job Title: Adjunct Lecturer (Medical Administrative Assistant Program)

Closing Date: Open until filed (the review of applications to begin immediately)

Job Category: Part-Time Teaching (Medical Administrative Assistant Program)

Location: Manhattan Educational Opportunity Center

City/Cities: Manhattan

Position Type: Adjunct Lecturer

Salary: \$97.25/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:

- Teach all levels of courses offered by the Department
- 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 are needed to teach the following Medical Administrative Assistant Program courses:

- Medical Administrative Assistant Fundamentals
- Medical Terminology
- National Healthcareer Association (NHA) certification Exam Prep

The CMAA program is a hybrid program. 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 Fall 2025 with classes starting in September 2025.

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 (Manhattan EOC) 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 Manhattan EOC seeks staff members at all levels who are dedicated to improving the educational and career opportunities of adult learners in New York City. The Manhattan EOC is located in Harlem on 125th Street. For additional information on the Center please review our website: <http://www.bmcc.cuny.edu/meoc>.

The Manhattan EOC 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 Manhattan EOC is funded by the SUNY University Center for Academic and Workforce Development (UCAWD) and hosted 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