INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

I. POSITION TITLE: Adjunct Instructor

II. DISCIPLINE: Medical Assisting

III. LOCATION: Main Campus – Fort Pierce

IV. SUPERVISOR: Jane Cebelak, Associate Dean of Health Science

V. VICE PRESIDENT: Alan Roberts, Ed.D., Vice President, Applied Science and Technology

VI. CLASSIFICATION: Part Time Faculty

VII. SUPERVISORY: No

VIII. FLSA STATUS: Exempt

A. QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include certification as a Medical Assistant, and at least two (2) years proven experience in a physician’s office. An Associates degree in a related health field or extensive experiential work history is required. This position requires current knowledge and technical and computer skills relating to the class to be taught. Knowledge of instructional techniques and the proven ability to work well with others are also required. All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS).

B. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities of this position include, but are not limited to: Instructing effectively assigned courses in Medical Assisting theory and skills, as well as related subjects, such as Anatomy & Physiology, Pathophysiology. Duties include organizing and providing educational experiences leading to student success, instructing assigned classes, and promoting the Medical Assisting profession.

C. SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position may include, but are not limited to:

1. Prepare course materials, class lectures, tests and or quizzes.
2. Evaluate student progress through examinations and observations of performance.
3. Actively support student success through individual counseling and advising.
4. Support student professional development through appropriate organizations.
5. Teach online as well as traditional classes.
6. Participate in department, division and college adjunct faculty meetings.
7. Maintain an active program of professional development related to individual, professional, institutional needs.
8. Perform other duties as assigned.
D. ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. This position also requires the ability to transport class materials to specified classroom; the ability to communicate effectively to students, manual dexterity to operate equipment specific to course taught as well AV aids and standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

_________________________________  ____________________________  ________
Applicant/Employee’s Printed Name       Applicant/Employee’s Signature         Date