

Job Title: Adjunct Lecturer (Medical Administrative Assistant) Program
Closing Date: This position is open Until Filled (the review of applications to begin immediately)
Job Category: Part-Time Teaching (Medical Administrative Assistant Program-Evening Classes)
Location: Manhattan Educational Opportunity Center
City/Cities: Manhattan
Position Type: Adjunct Lecturer-Evening
Salary: \$77.49 per hour

Job Description:

Educational Opportunity Centers (EOC) provide academic instruction, career training, and support to educationally and economically disadvantaged adults. EOC Adjunct 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.

Responsibilities:

Adjunct Lecturers needed to teach the following subjects area:

Certified Medical Administrative Assistant Program (evening classes):

- MAA Fundamentals
- Medical Terminology
- NHA CMAA Exam Prep
- Medical Office Procedures

Qualifications:

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

Preferred Qualifications:

Master's degree in related field preferred and experience working with a diverse population and at least one year teaching adult students. For the Certified Medical Administrative Assistant (CMAA) Adjunct Lecturer position the National Healthcareer Association (NHA) CMAA Certification or similar 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 may require evening hours. At this time classes 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. 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.

How to Apply:

Candidates should send Coverletter and Resume to Manhattan EOC Academic Affairs at academics@man.eoc.cuny.edu

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.