



JOB POSTING FORM

Facility/Organization: SUNY Nassau Community College

Position/Title: Full-Time Instructor – Healthcare Administration, Administrative Business

Work Setting/Organization Type: Academic – College

Job Function/Job Description:

Weekly duties will include fifteen (15) contact hours of teaching, three (3) office hours, five (5) hours of departmental and/or college service, academic advisement, etc. The successful candidate will teach courses in the Medical Assistant, Healthcare Administration, and Administrative Medical Office Programs

Reports To:

Location(s): Garden City, NY

Job Type: Full-time Faculty

Shift: Day

Required Qualifications

Graduate-level degree in Healthcare Administration, Management, or related field; and

One (1) of the following:

Two (2) years full-time or four (4) years part-time related work experience, or

Two (2) years full-time or four (4) years part-time experience teaching credit-bearing, college-level Healthcare Administration, Medical Assistant, and Administrative Medical Office courses.

Preferred Qualifications

- Experience in a blended teaching environment
- Knowledge of electronic health records software
- Experience with medical malpractice subjects
- Current Medical Assisting Certification from one of the following NCCA-accredited credentials in Medical Assisting: CMA (AAMA) or RMA (AMT)
- Clinical experience with both hospitals and physician practices
- Completion of Microsoft Office Specialist Core Competencies in Word and Excel

CONTACT INFORMATION:

Posting: <https://ncc.interviewexchange.com/jobofferdetails.jsp?JOBID=163363>

Special Notes: