



Montcalm Community College

Montcalm Community College is seeking candidates to teach part-time in a Medical Administrative Procedures class within the **allied health** area. Interested candidates will need to teach daytime classes.

The specific course is identified below. The specific course description may be viewed at:

<http://catalog.montcalm.edu/content.php?catoid=11&navoid=889>

- **Medical Administrative Procedures (AHEA 114)**

Qualifications:

- Bachelor's degree from a regionally accredited university, preferred
- CMA(AAMA) or RMA(AMT) credential preferred
- Five years of recent work experience in health care required, primarily in the front office of an ambulatory care setting
- Teaching experience, preferably post-secondary
- Commitment to community college philosophy

Immediate Supervisor: Dean of Nursing & Health Careers

Remuneration: Beginning pay rate for adjunct faculty is \$632.95 / contact hour

Application Deadline: Until filled

Start Date: Upcoming Semester

Method of Application: Complete an on-line application at <http://www.montcalm.edu/employment> and attach your cover letter, detailed resume, transcripts, certification(s) and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.