

**Part-Time Adjunct Instructor - Registered Medical
Assistant Program
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=254109>

Downloaded On: May. 9, 2025 2:09am

Posted Mar. 6, 2025, set to expire Jul. 3, 2025

Job Title	Part-Time Adjunct Instructor - Registered Medical Assistant Program
Department	Educational Opportunity Center
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 6, 2025
Application Deadline	07/23/2025
Position Start Date	Available immediately
Job Categories	Adjunct Professor Lecturer/Instructor
Academic Field(s)	Allied Health Professions Health Sciences - General
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Job Description

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Part-Time Adjunct Instructor - Registered Medical Assistant Program

Position Information

Position Title: Part-Time Adjunct Instructor - Registered Medical Assistant Program

Department: Educational Opportunity Center

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/55326>

Posting Detail Information

Position Summary

The [**Buffalo Educational Opportunity Center \(BEOC\)**](#) invites candidates who can enthusiastically inspire and engage students as a **Part-Time Adjunct Instructor for the Registered Medical Assistant Program**. Candidates should have the ability to teach seated, remote, and online courses.

Academic Responsibilities and Essential Functions:

- Demonstrates appropriate knowledge of subject matter.
- Provides students with appropriate learning materials and expertise in assigned subject(s).
- Evaluates students performance and provides effective and timely feedback to guide student learning and success.
- Responsible for contributing and maintaining an inclusive and collaborative environment.
- Enter grades and attendance into software used by Center.
- Engages in the classroom, replies to emails and voicemails, and holds on-campus or online office hours.
- Maintains knowledge in ones own discipline-related area by participating in professional development.
- Delivers tests and certifications following all procedures.
- Prepares and teaches courses as assigned.
- Provides comprehensive classroom instruction to ensure that students have mastered the core competencies as they relate to basic patient care, laboratory diagnostic procedures, pharmacology, and medical terminology within a healthcare setting.
- Provides hands-on clinical training as it relates to the direct patient care competencies.
- Provides hands-on skills assessment regarding direct patient care and laboratory diagnostic procedures.
- Assists with activities of the BEOC including curriculum, facilities, equipment, student applications and orientation, program promotion, Advisory Board, externship partnerships and placements, and compliance with national accrediting agencies.
- Prepares students to take the American Medical Technologist Association Exam.
- Assists with the National Certification Testing application process.

About The Buffalo Educational Opportunity Center

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The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Part-Time Adjunct Instructor for the Registered Medical Assistant Program. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students - as well as to the demands of our community - and serve as first steps toward the attainment of long-term educational and employment skills. To learn more about the Buffalo Educational Opportunity Center, visit our [website](#).

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Licensed Practical Nurse or Registered Nurse.
- 3 years of recent relevant experience.
- An equivalent combination of education and experience will be considered.
- Previous staff development experience as it relates to clinical hands-on training.
- Qualification with appropriate training and certification as a Medical Assistant or Phlebotomist or Pharmacy Technician, or Surgical Technologist or Medical Biller and/or Coder or Medical Interpreter or other appropriate Health Care Provider certification or license.
- Able to instruct the adult learner regarding patient assessment of vital signs to include blood pressure checks, blood glucose monitoring, urinalysis testing, EKG screening, etc.

Preferred Qualifications

- Associate degree
- One year of experience with online and hybrid teaching and related methodologies.

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- Knowledgeable in multiple content areas and theoretical frameworks within stated discipline, as well as issues related to diversity and multiculturalism.
- Experience teaching in adult education.
- Experience teaching Allied Health courses and developing a curriculum.
- Knowledge of Microsoft software and ability to work with computers and education-related databases.
- Experience working with a diverse student population

Physical Demands

May be required to occasionally move items that are 11 to 20 pounds. Includes frequent moving, ascending/descending stairs, and positioning self to move carts.

Salary Range

Competitive

Job Type

Varies

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Wilhelmina Jones

Contact's Pronouns:

Contact's Title: Allied Health Coordinator

Contact's Email: wjones2@buffalo.edu

Contact's Phone: 716-645-1995

Posting Dates

Posted: 01/23/2025

Deadline for Applicants: 07/23/2025

Date to be filled:

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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