

First Step Technical College

3805 McCain Park Drive Suite 120

North Little Rock, AR 72116

501-891-6699

**Medical Assistant Instructor**

• Employee Type: Full-Time

• Location: North Little Rock, AR

• Job Type: Training

• Experience: Must have graduated from an accredited MA Program

• Date Posted: 12/2/19

First Step Technical College is currently hiring for a Full-time Medical Assistant Instructor at our North Little Rock campus. To learn more about First Step Technical College please visit our website at www.firststeptc.com. Our customer-driven employees are what set us apart. Each teacher, administrator, and staff member is an essential to providing excellent service and producing graduates the business community would be pleased to employ. The optimal Medical Assistant Instructor candidate will be responsible for teaching student medical assistant skills, duties, and professionalism.

Key responsibilities include: • Utilizing the training syllabus, equipment, and learning materials to give the best learning experience to our students

• Testing students to gauge their development

• Support after-class student assistance as needed

• Meeting deadlines for grade submissions and required duties

• Be a mentor to the students

• Assure company and government compliance is maintained in your classes

• Support campus initiatives Qualifications include, but are not limited to:

• 3+ years as a Medical Assistant or related experience

• Associate Degree or higher

• Advanced proficiency in Microsoft Office Word, Excel, and PowerPoint is a plus.

• Proven group and one-on-one presentation, communication, and organization skills

• Exceptional social and customer focused skills

 • Ability to sufficiently read, write, and speak the English language

• Documented successful classroom teaching experience at the post-secondary level, or equivalent private industry experience is a plus WORKING CONDITIONS:

• Work is normally performed in a typical interior/classroom work environment.

• May be required to travel to different sites according to class schedules.

• Light physical effort. Requires handling of average-weight objects up to 10 pounds.

 • Must be able to stand or walk for entire class periods (approx. 4.5 hours at one time)

At First Step Technical College College, our goal is to make our graduates successful by empowering them with the knowledge, skills and practical training needed in today’s competitive workplace. Our flexible programs fit busy lifestyles, with classes offered in the day and evening. Our smaller class sizes allow students to receive personalized attention, and our emphasis on hands-on learning help students develop real-world experience that they can leverage to get started on the career of their dreams.

Do you have an affinity for helping others make progress in their lives? Do you want to work in an environment committed to intellectual curiosity and lifelong education? First Step Technical College may be just the place for you! In a word, people are what set First Step Technical College apart. Our teachers, administrators and support staff are the backbone of our success, and why we have endured in the competitive field of continuing education for over a quarter of a century.

As a member of the First Step Technical College family, you are an essential part of an operation committed to helping individuals better their lives through ongoing education that creates new opportunities. Our goal is to make our graduates successful by empowering them with the knowledge, skills and practical training needed in today’s competitive workplace. Our flexible programs fit busy lifestyles, with classes offered in the day, evening, and even online. We maintain smaller class sizes so students receive personalized attention from our knowledgeable instructors. And, our emphasis on hands-on learning helps students develop real-world experience that can leverage to get started on the career of their dreams.