Job Title: Adjunct Lecturer Certified Medical Administrative Assistant Program

Closing Date: This position is open Until Filled (the review of applications to begin immediately)

Job Category: Manhattan Educational Opportunity Center Medical/Administrative Assistant Program

Location: City University of New York/BMCC/MEOC

City/Cities: New York, NY

Position Type: Adjunct Lecturer

Salary: $74.48 Hourly

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

Job Description:

- 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 the advancement of the educational aims of the Center

Evening or weekend assignments may be required.

Responsibilities:

Adjunct Lecturers needed to teach the following subjects areas:

- Certified Medical Administrative Assistant Program classes:
  - MAA Fundamentals
  - Medical Terminology
  - NHA CMAA Exam Prep

Day, online classes

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 requires evening hours. 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.

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

**Other Qualifications:**
Master's degree in related field preferred and experience working with a diverse population and at least one-year teaching adult students. CMAA Certification preferred.

**How to Apply:**
Candidates should apply directly by sending a resume and cover letter to MEOC Academic Affairs at academics@man.eoc.cuny.edu. No calls or walk-ins, please.

**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.