Adjunct Lecturer

JOB ID #: 
ISSUE DATE: 08/18/2021 
CLOSING DATE: open until filled

DUTIES

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.

Adjunct Lecturers:
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 advancement of the educational aims of the Center
Evening or weekend assignments may be required.

Adjunct Lecturers needed to teach the following subjects areas:
Certified Medical Administrative Assistant Program (day, online classes):
   - MAA Fundamentals
   - Medical Terminology
   - NHA CMAA Exam Prep
Academic Preparation in Reading and Writing (evening, hybrid (in-person and remote) 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](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.

For the Certified Medical Administrative Assistant (CMAA) Adjunct Lecturer position the National Healthcareer Association (NHA) CMAA Certification or similar is preferred.

For the Academic Prep (Reading/Writing) Adjunct Lecturer position experience in test prep (college entrance exams, High School Equivalency testing, or similar is preferred.

SALARY: 75.95/hour

TO APPLY: Please send a resume and cover letter to Manhattan EOC 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.