



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Medical Assisting (MA) Course Instructor Adjunct Pool

Department: Nursing and Allied Health

Work Type: Adjunct

Term of Employment: Varies by Instructional Term

Compensation: Compensation in accordance with Board Policy

Organizational Relationship: Reports directly to the Dean of Nursing and Allied Health

Location: Tillamook, OR

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year. Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented
Innovative**

**Student-Centered
Equitable
Scholarly Excellence**

TBCC Equity Statement

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment. TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

MA Course Instructor

We are seeking a dynamic and experienced MA Course Instructor to join our team. The instructor will be responsible for delivering high-quality instruction to students preparing for certification as Medical Assistants (Mas). The role includes providing both theoretical and practical training, ensuring students acquire the knowledge and skills necessary to function in the role as an MA.

Key Responsibilities

- Delivery of engaging, accurate, and up-to-date instruction following the MA curriculum, in line with certification standards.
- Prepare and present lectures, demonstrations, and hands-on skills training.
- Conduct skills labs to ensure students practice and demonstrate proficiency in skills.
- Evaluate and assess student performance through quizzes, exams, and practical skills testing.
- Provide constructive feedback and guidance to help students improve their competencies.
- Maintain accurate records of student attendance, participation, and progression through the course.
- Ensure compliance with all relevant regulatory requirements, including safety standards and medical protocols.
- Stay updated on the latest developments in MA training standards, and technological advancements in the field.
- Serve as a mentor and role model to students, demonstrating professionalism and a commitment to high-quality patient care.

Knowledge, Skills, Abilities

- Knowledge of innovative and effective classroom teaching methods.

- Assist students who may have difficulties in academic areas and assist in accessing referral resources.
- Skilled in productive collaboration with strong people skills.
- Strong presentation, writing, and organizational skills.
- Ability to maintain a positive, professional demeanor.
- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity, and discretion.
- Ability to support preparation and maintain adherence to the program related to accreditation standards.
- Ability to work and interact with a high degree of professionalism.

Minimum Qualifications

- **Degree:** Associate Degree, or higher
- **Certification:** Certified Medical Assistant credentialed through the American Association of Medical Assistants (AAMA) or Registered Medical Assistant through the American Medical Technologists
- **Experience:** A minimum of three years working as a medical assistant in an ambulatory care or hospital setting

Preferred Qualifications

- Prior experience teaching MA courses.
- Familiarity with online or hybrid learning platforms.
- Strong background in adult learning principles and student-centered instruction.

Equal Opportunity Employer

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Room 114, Phone (503) 842- 8222 ext. 1021.

Application Information

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application to: hr@tillamookbaycc.edu. **Position is open until filled.**