

Functional Job Title: CCMA Instructor
Location: College of Staten Island
Department: Workforce Development and Innovation
Status: P/T
Salary: \$50.00 an hour

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York which has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic-mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation at the College of Staten Island develops, manages, and offers training programs designed to address critical skill gaps in growing workforce industries. It is currently seeking a dynamic, engaging P/T facilitator to provide instruction in both theory and skills using a pre-approved training curriculum and syllabus for Clinical Certified Medical Assistants. 175 hours of CCMA content modules must include but is not limited to; medical terminology, anatomy and physiology, and clinical procedures.

Core Responsibilities:

- Deliver 175 hours of engaging, high-quality CCMA training through dynamic lectures and hands-on lab activities via a hybrid learning model (75% in person/25% virtual) per semester.
- Prepare learners to pass the National Healthcare Association's CCMA exam as well as secure sustainable employment.
- Perform additional responsibilities as needed, including engaging in outreach and community events to drive program enrollment, as well as managing the inventory of program materials and equipment.

Qualifications:

- Minimum of 3 years' experience as a CCMA or related allied health position.
- CCMA certification with a reputable credentialing body and in good standing with professional affiliates.
- Experience and demonstrated success in healthcare training and instruction.
- Well-versed in medical assistant theory, best practices and professional employment trends.
- Demonstrate exceptional presentation, communication, and interpersonal skills, with the ability to effectively engage and support a diverse group of adult learners with varying needs and learning styles.
- Proficient in workplace technologies, including Microsoft 365, and capable of utilizing various CRM platforms used by the Office and CUNY.

- Highly organized, trustworthy, and able to work both independently and as part of a team.

To apply: please send a compelling cover letter and most recent resume to Continuing.Education@csi.cuny.edu SUBJECT: P/T CCMA Instructor Position (Spring 2025)