

**Functional Job Title:** P/T Phlebotomy Instructor  
**Contract Title:** Continuing Education Teacher (CET)  
**Location:** College of Staten Island/Greenwich House  
**Department:** Workforce Development and Innovation  
**Status:** Temporary P/T / 10 hours per week  
**Salary:** \$55.00/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 that 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 College of Staten Island's Office of Workforce Development and Innovation is seeking a dynamic and compassionate part-time Phlebotomy Technician Instructor to work with a specialized group of adult learners who identify as actively in recovery. This unique opportunity is part of an exciting pilot workforce development project developed in collaboration with Greenwich House and LabCorp. The initiative is dedicated to training, certifying, and preparing 30 individuals as Phlebotomy Technicians, offering them a transformative path toward stable employment in the healthcare sector.

As a part-time instructor, you will be responsible for delivering 6 to 10 hours of weekly Phlebotomy training at the Greenwich House Lifelong Skills and Opportunity Center. Your role will be crucial in preparing students to successfully pass the American Society of Clinical Pathology (ASCP) Phlebotomy Technician certification exam (PBT). In addition to delivering high-quality, engaging instruction, you will work closely with the Greenwich House team, which provides career navigation and work readiness support, as well as coordinate with LabCorp for 120 hours of hands-on clinical experience across various LabCorp sites in the city.

The ideal candidate will have experience teaching in a health career training program, a commitment to supporting individuals in recovery, and the ability to foster an inclusive, supportive learning environment for students who may not have been in an academic setting for some time.

This position reports to the Workforce Administrative Team and will work collaboratively on-site with Greenwich House's program and case management team and LabCorp's clinical placement team.

**Core Responsibilities:**

- Deliver engaging, high-quality phlebotomy technician training through dynamic lectures and hands-on lab activities tailored to the needs of adult learners at the Greenwich House Lifelong Skills and Opportunity Center (Lower East Side, Manhattan).

- Foster a positive, supportive, and safe learning environment that encourages student success, empowerment, and growth.
- Develop and maintain individualized learner portfolios, closely tracking and reporting each student's progress, achievements, and areas for improvement throughout their training journey.
- Perform other job-related duties as required, ensuring a holistic and responsive approach to meeting the needs of students.

**Qualifications:**

- Bachelor's Degree and a minimum of 5 years' experience as a phlebotomist or related allied health position.
- ASCP PBT certified and in good standing with professional affiliates.
- Experience and demonstrated success in healthcare training and instruction.
- Exceptional presentation, verbal, and interpersonal skills to successfully work with and present to diverse learners and audiences
- Proficient in Microsoft 365 with intermediate to advanced MS Word, PowerPoint and Excel skills.
- Highly organized, trustworthy and able to work both independently and as part of a team.

**HOW TO APPLY:**

Please email a copy of your resume and cover letter to [Continuing.Education@csi.cuny.edu](mailto:Continuing.Education@csi.cuny.edu) using the following subject line: **P/T Phlebotomy Instructor Position**