

Vacancy Notice



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Medical Assistant Instructor*

Division: Adult Continuing Education

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: Deliver Medical Assistant curriculum that involves information regarding medical terminology, A & P, ECG, venipuncture and specimen collection. Also provided, medical office procedures including; scheduling, charting, records management, coding (ICD-9 & 10 and CPT 4), billing and insurance. Work as part of the Adult Education team to insure compliance with state, federal, and regulatory agency compliance.

Qualifications: Prior teaching experience and Bachelor’s Degree preferred. Excellent communication skills and the ability to manage adult students a must.

Salary: \$24.00 - \$26.00 per hour

Starting Date: On or about January 28, 2019

Closing Date: Two (2) weeks from date Vacancy Notice posted

To apply, send cover letter and resume to:

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