

## Instructor(s)

### Medical Administration Diploma

### School of Business-Parkland Campus, Dauphin MB

Competition #117-21/22

Part-time Term (August 2022 to June 2023)

Salary: \$58,764 to \$87,303 annual (\$31.07 to \$46.16 hourly)

(Educational supplement: Masters \$1.45/hour, PHD \$2.89/hour)

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. The School of Business is seeking an instructor (or Instructors) to teach in our Medical Administration Diploma program. Currently, this is a 10 (ten) month, part-time term position from August 2<sup>nd</sup>, 2022 to June 30<sup>th</sup>, 2023 in Dauphin, MB, however we are open to having this filled by more than one instructor.

#### **Be Passionate.**

If you are professionally driven by the principles of business and are the type of person who thrives on producing quality programs that are responsive to Manitoba's labour market, then you are the sort of person we are looking for. We are looking for the person who can pass along their knowledge and produce graduates that have mastered their skills and can secure career-related employment.

#### **Take Initiative.**

You are the type of person who takes initiative and ensures to provide an unparalleled student experience for our students through positive classroom management, student evaluation, academic advising, and related administrative duties. You will be an engaging and forward-thinking instructor, ready to inspire the next generation of office students.

#### **Deliver Results.**

In order to deliver the results we require, you will need a relevant industry background that includes a Medical Administration diploma, or equivalent. Experience using Accuro Electronic Medical Records (or a similar program), as well as knowledge in medical terminology is required. Outcomes are not only measured in the classroom, they are also measured by being part of the overall college team so, excellent communication skills, organizational skills, and the ability to work effectively in a professional team environment will be required. Although not essential, experience teaching adult learners would be an asset.

#### **This competition will remain open until filled.**

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*Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promote full participation to ensure dignity, respect, and equal access for all employees.*

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

*If you are interested in this career opportunity, please forward your resume and cover letter to the address/email/fax information found at the bottom of this page. Requests for accommodations can be made at any point during the recruitment process through the same contacts.*

Assiniboine Community College  
c/o Human Resources  
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9  
Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net)

*We thank you for your interest. Those selected for further consideration will be contacted.*