



**Assiniboine  
College**

**PEOPLE MAKE IT HAPPEN.**

## Instructor – Medical Administrative Assistant

School of Business

Full/Part-time, terms (March 16/26 to Nov 20/26)

Neepawa, MB

Comp #27-25/26

Salary: \$65,184 to \$102,262 annually (\$34.58 to \$54.25 hourly)

(Educational Supplement: Masters \$1.60/hour; PhD \$3.19/hour)

### About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

### Position Overview:

As an Instructor, Medical Administrative Assistant, you will play a vital role in preparing students for successful careers in the healthcare administrative field. Reporting to the Chairperson, you will deliver and maintain curriculum, evaluate student performance, and participate in various administrative and program support activities. You will also contribute to College promotion, student recruitment, student placement, and industry engagement.

### Key Responsibilities:

- ▶ Instruct students in classroom and specialized lab settings, providing ongoing academic support and guidance.
- ▶ Maintain and update course objectives, course outlines, curricula, and evaluation procedures to ensure alignment with current industry standards and regulatory requirements.
- ▶ Maintain accurate student records, including evaluations, attendance, and other required documentation, and submit information within established timelines.
- ▶ Prepare, organize, and deliver course materials, learning resources, and practical activities related to medical office administration.
- ▶ Share your knowledge and passion for the medical administrative profession, fostering student engagement and professional growth.
- ▶ Apply enthusiasm to classroom management, student evaluation, academic advising, and related administrative duties.

### Qualifications:

- ▶ Relevant post-secondary education in Medical Office Administration, Health Information Management, or a related healthcare administrative discipline, combined with significant industry experience to support instruction in areas such as medical office procedures, health information management, medical terminology, electronic medical records, and clinical office practices.

- ▶ Strong working knowledge of medical office software and systems (e.g., electronic medical records (EMR), scheduling systems), along with proficiency in standard office applications (Microsoft Office Suite).
- ▶ Experience teaching or training in an adult learning environment is highly desirable.
- ▶ Experience teaching and using Moodle or other learning management systems considered an asset.
- ▶ Solid understanding of curriculum delivery, Indigenization and decolonization of curriculum, classroom instruction, student assessment and evaluation, academic advising, and group facilitation.
- ▶ Highly developed communication skills, strong organizational abilities, and the capacity to work effectively both independently and within a team.
- ▶ Experience working with newcomer and/or EAL (English as an Additional Language) learners is considered an asset.

*This competition will remain open until the position is filled.*

*To discover full details about the position, please visit our careers website at [www.assiniboine.net/careers](http://www.assiniboine.net/careers) for the job description.*

## Why Join Us?

### Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

### Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

### Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

### Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba



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#### Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.

#### How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.