

Maplewood Career Center

Adult Education

POSITION VACANCY

PLEASE POST

POSITION: Adult Medical Transcription Instructor

REPORTS TO: Adult Education Director

APPLICATION DEADLINE: Open until position is filled

STARTING DATE: September 2011

QUALIFICATIONS: Successful applicants must pass state and federal background check and have at least five recent years experience working or teaching in the medical transcription area. Teaching experience desired but not required.

RESPONSIBILITIES: Plan and conduct classes, evaluate student progress, assist in the recruiting of students for the program, and work with a business advisory committee.

SALARY: Placement based on qualifications, education and experience.

TYPE OF EMPLOYMENT: Part-time, No benefits provided with this position

LOCATION: Maplewood Career Center, 7075 St. Rt. 88, Ravenna, Ohio 44266

APPLY TO: Please see application information on our website at www.mwood.cc

Mail or fax completed application to:

Jo Mihnovets, Adult Education Director

Maplewood Career Center

7075 St. Rt. 88

Ravenna, Ohio 44266

Fax number: 330-296-5680

AN EQUAL OPPORTUNITY EMPLOYER

