



Position: Adjunct Phlebotomy Instructor

Location: Swainsboro and Vidalia Campuses

Position Description:

Utilize the course syllabus to organize equipment and learning materials to provide the best student learning experiences. Supervise, demonstrate, and teach proper venipuncture techniques, anatomy, physiology and patient care techniques. Evaluate and record student performance and progress through testing, observation, and assessment of skills attained.

Record and maintain accurate attendance and grades. Meet deadlines for grade submissions and required duties. Assure compliance with College and government policies and procedures is maintained. Effectively manage classroom. Support student retention. Assist to schedule externships. Request supplies as needed. Perform other duties as assigned by the Dean.

Required Qualifications:

- At least 3 years as a Phlebotomy Tech, Medical Assistant or related experience
- Associate Degree or Diploma in a health related profession from an accredited institution
- Presentation, communication, and organization skills

Preferred Qualifications:

- Phlebotomy certification from an accredited national testing organization
- Documented successful classroom teaching experience at the post-secondary level, or equivalent private industry experience is a plus
- Proficiency in Microsoft Office Word, Excel, and PowerPoint

Salary/Benefits:

Salary is to be commensurate with education and work experience. This is a part-time, temporary position, based on each semester's student enrollment and does not include benefits or a promise of future full-time employment.

APPLICATION PROCEDURES: All application packets MUST be completed via the Online Job Center at www.southeasterntech.edu/about-stc/employment.php. As part of the application process, interested candidates will also be required to upload other documents such as a resume and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3147 or bwilcox@southeasterntech.edu.

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Blythe Wilcox, Title IX Coordinator, Room 138B, 912-538-3147 Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126