

MINNESOTA STATE POSTING

Job Class: College Laboratory Assistant 1 TEMPORARY POSITION Working Title: CLA1-Medical Assistant

Who May Apply:	Open to all qualified job seekers
Date Posted:	07/05/2019
Closing Date:	07/22/2019
Hiring Agency/Seniority Unit:	Ridgewater College-Willmar
Division/Unit:	AFSCME
Appointment Type:	Seasonal, Intermittent (12%), Temporary
Work Shift/Work Hours:	Day Shift, hours are dependent on course needs
Days of Work:	Monday - Friday
Travel Required:	No
Salary Range:	\$16.95-\$23.35/hourly
Classified Status:	Classified
Anticipated Start Date:	8/22/2019
End Date:	N/A
Re-Posting:	No

Job Summary

This is a temporary position with an anticipated end date of May 22, 2020. This position exists to provide assistance to students and instructors with medical assistant laboratory skills.

Qualifications

Minimum Qualifications:

- Post-secondary or industry certificate/diploma/degree or relevant licensure in Medical Assistant OR 6 months of teaching/tutoring experience in Medical Assistant at the high school level or above

Preferred Qualifications:

- 2 years of work experience in Medical Assistant where no degree/certificate/diploma/licensure is required OR an equivalent combination of education and work experience

Physical Requirements

None

Additional Requirements

In accordance with the Minnesota State Colleges & Universities Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

How to Apply

Email a cover letter, resume and three professional references to the attention of Stacy Gillespie at stacy.gillespie@ridgewater.edu by the closing date on the posting.

Contact

If you have questions about the position, contact Kristen Hanson at kristen.hanson@ridgewater.edu or 320.222-6073.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers.mmb@state.mn.us. Please indicate what assistance is needed.



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