



EMPLOYMENT VACANCY

POSITION:	Medical Assistant with Phlebotomy Program Instructor– Part-Time as needed - Adult Education
STARTING DATE:	Negotiable
REPORTS TO:	Department Coordinator
SALARY:	Negotiated based on experience
WORK DAYS:	Days/Evenings as needed to meet the needs of the program schedule
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none">▪ Credential in good standing in Medical Assisting with one of the following: CMA (AAMA); RMA (AMT); NCMA (NCCT); CCMA (NHA); or CMAC (AMCA)▪ Credential in good standing with one the following: CPT (NHA); RPT (AMT); or PBT (ASCP)▪ Minimum three (3) years of experience working in a medical office and/ or instructing within the last five (5) years▪ Experience in the education of adults preferred▪ Computer skills are a must, and experience with EMR is preferred▪ Demonstrates a record free of criminal violations that would prohibit public school employment
DESIRABLE REQUIREMENTS:	<ul style="list-style-type: none">▪ Evidence of strong skills in planning, meeting deadlines, and working with a team of professionals to achieve measurable results related to delivery of curriculum, student success in program completion and certification obtainment▪ Organizational and time-management skills, keen attention to detail, high initiative and self-direction, ability to multi-task, tolerance for stress and interruptions▪ Ability to maintain confidentiality, pride in workmanship▪ Strong computer skills▪ Ability to communicate effectively, orally and in writing▪ Committed to making and keeping EHOVE an exceptional community organization, committed to improvement and maintaining positive relationships with staff, students and community members
APPLICATION DEADLINE:	Until Filled
HOW TO APPLY:	Applications available on our website: www.ehove.net , Menu, EHOVE Jobs ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED Cover letter should be addressed to: Mrs. Erika Beckman, Assistant Superintendent
DATE POSTED:	November 11, 2025

EHOVE Career Center, 316 West Mason Road, Milan, OH 44846

☎ 419.499.4663 ☎ www.ehove.net

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