



JOB DESCRIPTION ADJUNCT FACULTY

- I. POSITION TITLE: Adjunct Faculty – Medical Laboratory Technician Program
- II. SUMMARY STATEMENT: The adjunct instructor, under the direction of the Program Coordinator and Health Sciences Division Director, instructs, evaluates, and supervises students enrolled in medical laboratory technician courses.
- III. ORGANIZATIONAL RELATIONSHIPS:
 - A. The adjunct magnetic resonance imaging instructor reports directly to and is responsible to the Program Coordinator of the Medical Laboratory Technician program and the Health Sciences Division Director.
 - B. The position provides instruction, evaluation, and supervision of students enrolled in the Medical Laboratory Technician program.
 - C. The adjunct instructor coordinates most closely with the medical laboratory technician faculty and the health sciences division administrative assistant.
- IV. ESSENTIAL DUTIES:
 - A. Major duties of the position ranging from the most to least important.
 - 1. Provides instruction and direction to students in accordance with program objectives.
 - 2. Provides constructive feedback on student performance to ensure competence.
 - 3. Maintains appropriate records, including classroom assessments and competencies, student conference forms, and attendance records.
 - 4. When teaching in the lab, is responsible for gathering lab supplies, ensuring lab equipment is functioning properly for class, cleaning the lab, returning supplies to their designated areas, and reporting lab supplies needed for restocking the lab.
 - B. Minor duties of the position ranging from the most to least important.
 - 1. Attend meetings as planned by the Medical Laboratory Technician Program Coordinator and the Division of Health Sciences.

2. Attend continuing education functions to stay current with educational and technological advancements.
3. Perform other duties as assigned.

V. JOB KNOWLEDGE:

- A. Education and Experience – Associate’s degree in appropriate discipline bachelor’s degree preferred with an equivalent of two years full-time successful work experience as a medical laboratory technician. American Society for Clinical Pathology (ASCP) certification as either a medical laboratory scientist, registered medical technology or a registered medical laboratory technician. Successful teaching experience preferred.
- B. Skills and Abilities - Excellent organization and management skills. Ability to work with clinical simulation and clinical technology. Knowledge of the Internet, Microsoft Word and Excel. Ability to establish good working relationships with staff, students, and the community. Able to organize and prioritize work, make decisions independently, and attend to details.

VI. WORKING ENVIRONMENT: Classroom and normal laboratory environment. Working in the lab requires standing for periods of time.

Employee’s Signature	Date
Supervisor’s Signature	Date
President/Dean’s Signature	Date

DISCLAIMER

THE STATEMENTS HEREIN ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES AND ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF RESPONSIBILITIES, DUTIES, AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED. FURTHERMORE, THIS JOB DESCRIPTION DOES NOT ESTABLISH A CONTRACT FOR EMPLOYMENT AND THE CONTENT IS SUBJECT TO BE CHANGED, MODIFIED, OR DELETED AT THE DISCRETION OF THE COLLEGE WITH THE APPROVAL OF THE AREA DEAN AND THE PRESIDENT, OR THE EMPLOYEE MAY BE REQUESTED TO PERFORM JOB RESPONSIBILITIES NOT LISTED IN THIS JOB DESCRIPTION. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT (ADA) OF 1990, THE COLLEGE WILL MAKE REASONABLE ACCOMMODATIONS WITH THOSE INDIVIDUALS WITH A DISABILITY AS DEFINED BY THE ADA. HAGERSTOWN COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST INDIVIDUALS FOR REASON OF RACE, COLOR, RELIGION, GENDER, AGE, MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL OR ETHNIC ORIGIN, VETERAN STATUS, VIETNAM VETERAN STATUS OR CONDITIONS OF DISABILITY.