



Medical Terminology Adjunct

Course: Medical Terminology

Credits: 2

Delivery Mode: Asynchronous online

Compensation:

- **\$2,600** per course section (before applicable withholdings and deductions); and
- An additional **course development bonus**, one-time, upon completion and approval of the course design by the College

Status: Adjunct; course assignments are contingent on enrollment, funding, and institutional needs and are **not** guaranteed from term to term.

Responsibilities may include, but are not limited to:

- Develop and/or update the Medical Terminology course syllabus, materials, assessments, and learning activities consistent with department and institutional standards.
- Deliver course content entirely online in an **asynchronous** format using the College's learning management system.
- Clearly communicate course expectations, schedules, grading policies, and learning outcomes to students.
- Evaluate student performance through assignments, quizzes, exams, and other assessments; provide timely, constructive feedback.
- Maintain regular, substantive interaction with students through online discussion forums, announcements, messaging, office hours (virtual), and other appropriate methods.
- Submit grades and required reports by established deadlines.
- Adhere to college policies related to academic integrity, student conduct, accessibility, and privacy (including FERPA and applicable privacy laws).

- Participate in required adjunct orientation, training, or professional development activities, including training on the learning management system and online pedagogy, as requested.

Qualifications:

- **Associate degree** in a healthcare field (e.g., medical assisting, nursing, health information technology, etc.); **and**
- Relevant, current **healthcare licensure or certification** (e.g., RN, LPN, CMA, RMA, RHIT, etc.); **and**
- At least **three (3) years of related occupational experience** in a healthcare setting

Preferred Qualifications

While not required, the following are preferred:

- Bachelor's or higher degree in a healthcare or related field.
- Prior **college-level teaching experience**, especially in Medical Terminology or related healthcare subjects.
- Experience teaching **online** and/or **asynchronous** courses using a learning management system.
- Demonstrated ability to work effectively with students from diverse cultural, socioeconomic, and educational backgrounds.
- Familiarity with culturally responsive teaching practices and, where applicable, with Native/Tribal communities and perspectives in healthcare.

Application Process

To apply, please submit:

1. A cover letter describing your interest in the position and qualifications.
2. A current curriculum vitae or résumé detailing education, licensure/certification, and relevant occupational experience.
3. Copies of relevant **licenses and/or certifications** (if applicable).
4. Unofficial transcripts for all relevant post-secondary education (official transcripts may be required upon offer).

5. Contact information for [two/three] professional references who can speak to your teaching and/or healthcare experience.

Applications should be submitted to:

Randi Noggle / Human Resource Specialist

hr@wetcc.edu

Applications will be reviewed on a rolling basis until the position is filled. Only candidates selected for interviews will be contacted.

Cultural Commitment:

White Earth Tribal and Community College is grounded in Anishinaabe culture, values, and traditions. All employees are expected to contribute to a respectful, welcoming, and culturally grounded campus environment and to support the mission and vision of the College.

Employees are encouraged to engage in opportunities to learn about and strengthen their understanding of Anishinaabe culture, values, and ways of knowing.

Equal Employment Opportunity Employer:

The White Earth Tribal & Community College in accordance with Federal law and U.S.

Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.