



Medical Assistant (PT, VLD)

CAMPUS: Valdosta Campus

STATUS: Part-time

POSTING TYPE: Regular Posting

The Medical Assistant will play a vital role in ensuring the smooth operation of the clinic by assisting the NP and providing direct patient care. Primary duties will include interviewing patients and recording medical history. Measure patients' vital signs, such as blood pressure and weight. Assist nurse practitioners with patient examinations. Collect lab specimens and process lab results. Enter patient information, such as their vital signs and test results, into medical records. Provide patient education. Schedule patient appointments. Maintain inventory of medical and office supplies. Promote the student health clinic to Wiregrass students. All other duties as assigned.

****Work schedule is two days a week. Mondays and Wednesdays, 8am-5pm.**

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

Reasonable Accommodations Statement: To perform the duties of this position successfully, the incumbent must have the appropriate work experience, hold the appropriate certification and credentials, and be able to perform each key position duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Please contact humanresources@wiregrass.edu to request accommodations.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Various types of advanced in-field equipment as required by academic program and accreditation standards.
- Working Conditions: Category I - High probability of exposure to hazardous chemicals/pathogens. This is a part-time position, therefore no overtime can be earned. Travel is rarely required.

MINIMUM QUALIFICATIONS

Certified Medical Assistant.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Graduate from Wiregrass Georgia Technical College Medical Assistant Program.

SALARY/BENEFITS

Salary is \$15.00/hr. This is a part-time position with no more than 16 hours per week. No promise of full-time employment exists. No health nor flexible benefits will be provided. *This position is funded in whole or in part by State/Local/Tuition funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Friday, April 18, 2025 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Vice President for Human Resources and Operations, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Director of Special Populations and Tutoring Services, Valdosta Campus, Berrien Hall, Room 100, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.