



Medical Lab Technology (MLT) Faculty Job Description

Job Title: Medical Laboratory Technology Faculty
Job Class: Academic
Department: Health & Sciences
Reports To: MLT Program Director
FLSA: Exempt
Compease: Grade 13
Reports To: Dean of Health Sciences
Approved By: Vice President of Academic Affairs
Approved Date: 9/26/22

I. Position Purpose

A faculty member will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The faculty member will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; and advise and support students. Faculty member will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

PROVIDE INSTRUCTION: A faculty member teaches college classes as assigned. Performs academic advising and counseling of students in the MLT Program. Participates in the evaluation of student progress. Assists in admission and recruitment procedures at the college. Recommends to the MLT Director, formation of policies affecting the Medical Laboratory Technology Program. Recommends development and evaluation of the Medical Laboratory Technology Program. Assists in supervision and coordination of the instructional faculty in the clinical affiliates. Prepares reports as required. Counsels graduates in relation to employment opportunities and placement. Maintains current knowledge of rules and regulations concerning Medical Laboratory Technology. Attends committees and meetings for Medical Laboratory Technology Program to include: A. Advisory Committee; B. Admissions Committee; C. Self-Study Committee; D. MLT Faculty Meetings. Visits clinical affiliate laboratories. Consults with adjunct MLT faculty and MLT students. Performs other duties as assigned.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: A faculty member will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. A faculty member will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. Faculty will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

ENGAGE IN ADVISING & STUDENT SUPPORT: A faculty member will engage students' in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.



PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: A faculty member will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: A faculty member will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: A faculty member will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Bachelor's degree in Clinical Laboratory Science/Medical Technology or related field from a regionally or nationally accredited institution recognized by the U.S Department of Education or the Council of Higher Education Accreditation.
- Minimum of 3+ years of experience in clinical laboratory science or a combination of experience and credentials.
- Clinical Laboratory Scientist or Medical Technologist, holding a nationally recognized certification.
- Evidence of professional development in the field of concentration.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).