

Success Education Colleges

North-West College



Nevada Career Institute

Medical Office Specialist Instructor

Responsibilities:

- Provide instruction to the Medical Billing classes.
- Prepare students for a successful career in the Medical Billing department.
- Assist with on-going review and development of curricula in the department.
- Monitor student's progress and attendance.
- Attend orientations, staff meetings, and faculty meetings as scheduled.
- Develop daily lesson plans.
- Participate in student functions.

Qualifications:

- Minimum of three years experience in the Medical Billing field.