

# POSITION ANNOUNCEMENT

## Clinical Coordinator Medical Laboratory Technology Program

Northeast Mississippi Community College is now accepting applications for a full-time eleven-month Clinical Coordinator for the Medical Laboratory Technology Program.

### QUALIFICATIONS:

#### **Required -**

- B.S. Degree in Medical Technology with Medical Technologist Certification by the American Society for Clinical Pathology.
- A minimum of three (3) years of laboratory experience including one (1) year of teaching
- Ability to teach creatively
- Ability to infuse critical thinking skills into classroom instruction
- Written and interpersonal communication skills

#### **APPLICATION DEADLINE:**

June 11, 2026

#### **APPLICATION MATERIALS:**

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

*(Applications currently on file can be activated for this position by submission of a cover letter.)*

#### **APPLICATION MATERIALS SHOULD BE DIRECTED TO:**

Human Resources  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

*In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.*

**Clinical Coordinator Duties**  
**Medical Laboratory Technology Program**  
**Clinical Education Coordinator**

In consultation with the Program Director and other faculty, the Clinical Education Coordinator is responsible for coordinating and supervising the clinical instruction, for participating in didactic instruction, and for developing and implementing clinical program activities. These are accomplished through the following:

- I. The Coordinator shares the responsibility with the Program Director for the organization and operation of the program, including classroom and laboratory instruction.
  - A. Coordinate clinical activity and didactic instruction with clinical instructors; orient clinical instructors to evaluation instruments and processes.
  - B. Makes visits to clinical education centers to discuss student progress with student and clinical instructor.
  - C. Develops clinical rotation schedules for the clinical education centers.
  - D. Designs clinical checklist to be used jointly with clinical instructors for student evaluation.
  - E. Works with the Program Director to coordinate the evaluation of the program.
  - F. Participate in developing and maintaining a relevant curriculum; develop instructional and behavioral objectives.
- G. Participate in formulating program policies and procedures.
  - H. Assists in the recruitment of students for the program.
  - I. Assists in placement of graduates of the program.
  - J. Attend departmental and general faculty meetings.
  - K. Counsels with and advises medical laboratory technology students.
  - L. Serves on the program's admission committee.
  - M. Refers students for remedial assistance.
  - N. Evaluate student's clinical and didactic performance.
  - O. Works with the program's Medical Director.
  - P. Attends advisory committee meetings.
  - Q. Along with the Program Director recommends students for graduation and attend graduation ceremony.
  - R. Along with the Program Director, recommend books, magazines, and periodicals to be added to the college library.
  - S. Along with the Program Director selects textbooks.
  - T. Assists the Program Director in working with the National Accrediting Agency for Clinical Laboratory Sciences for maintaining program accreditation.
  - U. Assists the Program Director in preparation of program budget.
  - V. Participates in professional development.
  - W. Assist in ordering and maintaining supplies.
  - X. Abide by the rules, regulations and polices set forth by the college and affiliated hospitals (when not in conflict with college policy)
  - Y. Other duties as assigned.

II. The Coordinator will share with the Program Director the responsibility of the development and implementation of:

- A. Program Objectives
  - B. Admission Policies
  - C. Curriculum Development
  - D. Evaluation Procedures
  - E. Recruitment
  - F. Public Relations
  - G. A program to ensure ongoing instruction in curriculum design, teaching techniques, and student evaluations for the personnel involved in the education of the Medical Laboratory Technology students.
  - H. Student records and student services such as counseling and recruitment
  - I. Participation in workshops and courses related to education and laboratory technology
  - J. Advisory Committee meetings

III. Required Qualifications:

- A. B.S. Degree in Medical Technology with Medical Technologist Certification by the American Society for Clinical Pathology.
- B. A minimum of three (3) years of laboratory experience including one (1) year of teaching
- C. Ability to teach creatively
- D. Ability to infuse critical thinking skills into classroom instruction
- E. Written and interpersonal communication skills