**Health Information Management Technology Program Instructor (**FT**)**

Albany Technical College seeks a full-time instructor for the health information technology program. This 12-month position is based at the Dougherty County Campus, but may include routine travel throughout the local service delivery area. Under general supervision, the HIT Instructor will demonstrate the use of appropriate teaching techniques, testing and grading procedures, to include proper maintenance of grade books and any other appropriate record keeping required. He/she must demonstrate knowledge of current procedures in the Health Information Technology field and demonstrate the effective use of oral and written communication skills. He/she will assist with the requests and maintain supplies and equipment, attend staff development training and workshops, seminars and conferences. He/she will ensure safety and security requirements are met in the training area, meet with students, staff members and other educators to discuss students’ instructional programs and other issues, and assist with recruitment, retention and job placement efforts. He/she will participate in related advisory committee meetings and working directly with local employers. The candidate must be proficient in the use of MS Office, Word, Excel and Banner. He/she should be proficient in the use of computer technology, display skills in interpersonal relations, dealing with the public, and display sound decision making and problem solving skills. He/she should display good oral and written communication skills.

**Minimum Qualifications:** The candidate MUST possess an Associate’s Degree from an accredited college or university \*AND\* have a RHIA (Registered Health Information Administrator) or RHIT (Registered Health Information Technician) certification from the American Health Information Management Association (AHIMA) \*AND\* have a minimum of three (3) years of professional experience within in the last seven (7) years.

**Preferred Qualifications:** The candidate MUST possess a Baccalaureate Degree from an accredited college or university in teaching discipline \*AND\* have (3) years teaching experience in a post-secondary institution.

**Physical Demands:** Work is typically performed in an office/classroom/clinical environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion is required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |