



Instructor of Business Healthcare Technology
Full Time
Campus Location TBD

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the full-time position of Instructor of Business Healthcare Technology. This position will be required to travel to other campuses to meet operational requirements. This position will report to the Dean of Business and Public Service Technologies. The instructor is responsible for performing all aspects of instruction for the program. This 40-hour per week position requires an on-campus work environment presence and does not offer a telework option.

Duties/Responsibilities:

- Develops program and course outlines, goals and objectives;
- Prepares lesson plans for classroom instruction for credited technical/occupational courses;
- Evaluates students' progress in attaining goals and objectives;
- Requests and maintains supplies and equipment and prepares required budget requests;
- Maintains program certification requirements, as appropriate;
- Prepares and maintains all required documentation and administrative reports;
- Ensures safety and security requirements are met in the training area;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students;
- Assists with recruitment, retention and job placement efforts; and
- Other duties as assigned.

Competencies:

- Knowledge of pedagogical practice and theory.
- Knowledge of the mission of postsecondary vocational/technical education.
- Knowledge of academic course standards.
- Knowledge of the college's academic programs.
- Skill to work cooperatively with students, faculty and staff.
- Skill in the preparation and delivery of classroom content.
- Skill to make timely decisions.
- Skill in the operation of computers and job-related software programs.
- Decision making and problem-solving skills.
- Skill in interpersonal relations and in dealing with the public.

- Oral and written communication skills.

Minimum Qualifications:

- Bachelor's degree in Business, Nursing, or a related degree from a regionally accredited college.
- Work experience in a healthcare related office environment and be knowledgeable in the areas of medical terminology, medical office procedures, medical billing, coding, and insurance.

Preferred Qualifications:

- Master of Business Administration in Healthcare, Master's in Nursing Education.
- Current AAPC Certification.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$60,000-\$64,000 annual salary

Benefits:

This is a full-time position. Benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to

employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.