

POSITION ANNOUNCEMENT



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| **POSITION TITLE:** | **Adjunct Health Information Technology Instructor** |
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| **POSITION DESCRIPTION:**Under general supervision, prepares lesson plans for classroom instruction for the Health Information Technology program. Develops program and syllabi, goals and objectives, and student learning outcomes. Evaluates students' progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports. Attends staff development training, workshops, seminars and conferences. 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. Assists with recruitment, retention and job placement efforts.  |
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| **MINIMUM QUALIFICATIONS:*** A minimum of a Master’s degree from a regionally accredited college or university, in a health information management or health related field.
* Must be certified as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).
* Minimum of three years of full-time paid in field work experience within the past seven years.

**PREFERRED QUALIFICATIONS:*** Experience in teaching and curriculum development in online and traditional classroom settings.
* Active participation in appropriate professional/occupational organizations.
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| **SALARY/BENEFITS:**Commensurate with qualifications.  |
| **APPLICATION DEADLINE:** Open Until Filled |
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| **TO APPLY:** Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Assistant Vice President for Student Affairs, Office: 198C, Phone: 912.912.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility and Assessment Coordinator, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu. |
| As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Title IX Coordinator, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 711, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu |