
POSITION VACANCY ANNOUNCEMENT

Director of Health Information Technology

General Description of the Position: An Instructor, under the authority and direction of the Vice President for Instruction, and in cooperation with the Department and Division Chairpersons, is responsible for providing effective instruction in the assigned curriculum area.

Responsibilities and Duties of the Position:

1. Teaches students effectively in assigned classes. Meets classes as scheduled.
2. Distributes course syllabi and college policy information in a timely manner.
3. Provides adequate and timely feedback and evaluation of assignments.
4. Maintains a positive attitude in interactions with students and shows a genuine concern for student learning. Provides clearly organized and understandable instruction.
5. Fulfills obligations in student recruiting, advising, orientation, and registration.
6. Assists in the continual evaluation and enhancement of curricula through the planning process and departmental meetings. Provides students access through posted office hours.
7. Provides the curriculum office with updated Instructor's course requirements that reflect expected student learning outcomes.
8. Submits accurate and complete records and reports in a timely manner in order to provide assessment data for institutional improvement.
9. Attends and participates in faculty, advisory, and assigned committee meetings designated to improve curriculum programs.
10. Participates in professional development, including back-to-industry, conference, and workshop activities that lead to professional and institutional advancement. Accepts other duties as assigned.

Minimum Education and Experience: Must be certified as a Registered Health Information Administrator or as a Registered Health Information Technician. Bachelor's degree in Health Information Management or related field from an accredited institution is required. Master's degree in health information management or other related field preferred. Three years teaching experience preferred. Three years of experience in medical records administration is preferred. Ability to teach a variety of delivery methods including, but not limited to, traditional, hybrid and on-line teaching experience preferred.

Knowledge, Skills, and Abilities: Understanding of and commitment to the unique nature and role of the institution. Strong oral and written communication skills. Work independently with minimal supervision and willing to accept day and/or evening teaching assignments as needed by the institution. Ability to understand, apply, and support the standards set out by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) required.

Position Available: August 16, 2011 - Pending State funds availability.

Application review begins April 22, 2011-open until filled. To apply: the RCC Application and copies of college transcripts must be received prior to consideration. Incomplete packets will not be considered. Successful applicant must pass a complete background check.

Salary: RCC Salary Schedule range Instructor A - D, (\$49,149 to \$56,160 annually). Salary is commensurate with experience and knowledge. 9-month academic calendar - Full-time.

Contact: Human Resources
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