



## **POSITION ANNOUNCEMENT**

### **Health Information Technology Adjunct Instructor (On-Going)**

**CAMPUS:** Vary

**STATUS:** Temporary

Under general supervision, will provide instruction to students in the Health Information Technology courses. Demonstrates use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record-keeping required. Understands and is experienced in practices and procedures in the Health Information field. Follows appropriate course syllabi. Completes all documentation related to assigned courses in a timely manner and maintains an accurate inventory of all assigned property. Day and night classes may be available based on scheduling needs.

#### **MINIMUM QUALIFICATIONS**

Baccalaureate Degree in a related field from a regionally accredited institution and a minimum of three years employment experience within the past seven years.

#### **PREFERRED QUALIFICATIONS**

RHIA or RHIT certification; CCS Certification; degree in Health Information Technology from a regionally accredited institution; teaching experience in a post-secondary institution.

#### **SALARY/BENEFITS**

Salary is \$20/hr. This position is part-time and does not include benefits.

#### **APPLICANT INSTRUCTIONS/INFORMATION**

##### **Application Deadline:**

All application packets MUST be completed via the Online Job Center at [www.wiregrass.edu/about/employment.php](http://www.wiregrass.edu/about/employment.php). As a part of the application process, interested candidates will also be required to upload other documents such as a resume and reference forms (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 ext. 1 or [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu). Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with the college.

<b>Equal Opportunity Employer</b>
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As set forth in its student catalog, Wiregrass Georgia 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).

Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Executive Director for Human Resources, Valdosta Campus, Berrien Hall, Room 114, (229) 333-5356 opt. 4 or [shalonda.sanders@wiregrass.edu](mailto:shalonda.sanders@wiregrass.edu); OR Nicole West, Student ADA Section 504 Coordinator (all campuses), Special Populations Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-5368 or [nicole.west@wiregrass.edu](mailto:nicole.west@wiregrass.edu), \*student ADA student disability claims only.

\*\*Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.