



Terra is pleased to announce the following open position

All positions contingent on funding

POSITION

Position Title	Health information Technology Instructor
Reports to	Arts & Sciences and Business Division Dean
Department	Health Information Technology
Is this position a supervisory position?	No
Office Location	

SCOPE

Summary of Posting	Engages students in the teaching/learning process; works assigned schedule, participates in college committee work, represents the college in the community, and performs other related duties as required. Online teaching is required.
Job Responsibilities	<ul style="list-style-type: none">- Plan and teach courses which fulfill the current curriculum goals and objectives. Also establish Syllabi and mentor adjunct faculty.- Serve as the program director for the HIT program.- Plan and teach courses which fulfill the current curriculum goals and objectives.- Remain current with subject matter and instructional methodology.- Maintain posted office hours in accordance with departmental and college policies.- Employ appropriate assessment techniques to measure student performance in achieving course goals and objectives.- Communicate progress in the course to students in a timely manner.- Determine and submit students' grades in accordance with established college policies and procedures.- Assist with student advising.- Mentor adjunct faculty- Support the mission of the program, division, and college.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Bachelor degree in HIT required. Minimum of CCS or CCS-P for coding courses and RHIA or RHIT required.

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

An exceptional teacher who has 2-5 years experience in field.

What field(s) should the training or degree be related to?

Health Information Technology

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

RHIA or RHIT certification

Items preferred, but not required (if applicable)

Management and/or teaching experience preferred.

Knowledge

Proficient in word-processing and presentation software, internet, and e-mail.

Skills

Effective verbal, written, and listening communication skills. Effective problem solving skills.

Abilities

Ability to effectively communicate one-on-one, in small groups, and in calssroom situations.
Demonstrated ability to work with a diverse group of students.
Demonstrated ability to advise students.

Other Characteristic (Personality, Attitude, Social Presence, etc.)

Exceptional teacher

COMPENSATION INFORMATION

Job Classification	Faculty
Job Type	Full-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	Yes
Grade (if union position)	
Work Schedule	30 hours on campus per week
Hiring Range (Min - First Quartile)	Per union contract

ADDITIONAL POSTING INFORMATION

Job Open Date	Immediate
For Full Consideration Apply By	
Application Review Date	
Job Close Date	Until position is filled
Required Application Materials	Cover letter, Resume, List of 3 Professional References, Transcripts, Official Terra Application Form. Please express your interest in this position by submitting your materials to:
Other Special Instructions	Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu Terra Community College is an Affirmative Action/Equal Opportunity Employer

Administrative
Professional Staff
Support Staff
Faculty
Non-Credit Instructor
Student Worker

Full-Time
Part-Time

Exempt (salaried)
Non-Exempt (hourly)

Internal Posting for current employees only
External Posting open to general public
Internal - Current Staff Union Employees Only

Yes
No