



**Terra is pleased to announce the following open position:**

All positions contingent on funding

**POSITION**

Position Title	Adjunct Faculty - Health Information Technology
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	The faculty will engage students in the teaching/learning process, work assigned schedule, and perform other related duties as required.
Job Responsibilities	<ul style="list-style-type: none"><li>- Plan and teach courses which fulfill the current curriculum goals and objectives.</li><li>- Remain current with subject matter and instructional methodology.</li><li>- Employ appropriate assessment techniques to measure student performance in achieving course goals and objectives.</li><li>- Communicate progress in the course to students in a timely manner.</li><li>- Determine and submit students' grades in accordance with established college policies and procedures.</li><li>- Support the mission of the program, division, and college.</li></ul>

## REQUIRED QUALIFICATIONS

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

Associate degree in HIT required.  
Minimum of CCS or CCS-P for coding courses, with RHIA or RHIT preferred.

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?

2-5 years experience in field, prefer management and/or teaching experience.

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 preferred for all courses.

Items preferred, but not required (if applicable)

Knowledge

Comfortable with Information Technology.

Skills

Ability to work with a diverse group of students.  
Skilled in teaching a wide range of related subjects.

Abilities

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

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

## COMPENSATION INFORMATION

Job Classification	Faculty
Job Type	Part-Time
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	No
Grade (if union position)	
Work Schedule	Varies - as needed
Hiring Range (Min - First Quartile)	\$25.00 per contact hour

## 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, 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