POSITION: Program Director for Health Information Technology Program

DESCRIPTION OF DUTIES: The Program Director is responsible for the administration, organization, budget, supervision, and accreditation of the Health Information Technology Program. The Director is responsible for the curriculum and instruction; supervises the curriculum and teaches a reduced load; maintains compliance with all applicable accreditation standards for the program; serves as a liaison with the health information community; apprises the Assistant Dean of departmental activities; advises students; operated and provides technical expertise on computer equipment and application software; seeks continuous improvement of the Health Information Technology Program’s curriculum, instruction, and resources; participates fully in the institutional planning process and development and management of the annual budget.

REQUIRED QUALIFICATIONS: Bachelor’s Degree in teaching field (health information technology, health information management, health care administration, healthcare management) or related field from a regionally accredited institution required. Current licensed to practice as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) in the state of Alabama required. Knowledge of entry-level and advanced health information technology skills including working with special HIT software and Medical Coding systems (ICD-9, ICD10 CM/PCS, CPT 4) required. Documented knowledge of and ability to use the following electronic resources in the classroom/office environment: word processing software, presentation software, internet, and other commonly used office software and equipment required. Excellent written and verbal communication skills required. Minimum of four years of experience as RHIT or RHIA of which two years is teaching experience at the postsecondary level required.

PREFERRED QUALIFICATIONS: Master’s Degree in teaching field or related field from a regionally accredited institution preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule C2, Range $63,431-$94,863.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is March 31, 2015 at 5:00 p.m.
Incomplete or late application packets will eliminate the possibility of an interview.

CONTINUED ON BACK
A completed application packet consists of:

- A cover letter of application relevant to the position.
- A signed SSCC employment application. Electronic signature will not be accepted.
- A current resume
- Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- Copy of license
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and a $17.40 fee will be deducted from the first payroll an employee receives for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.