HEALTH INFORMATION MANAGEMENT (HIM) INSTRUCTOR/PROGRAM HEAD  
(POSITION NO#GO410)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: http://www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the School of Nursing and Allied Health, located on the Downtown Campus, 700 E. Jackson Street.


**QUALIFICATIONS REQUIRED:** Bachelor’s degree from an accredited college or university. Two (2) years experience in a medically related field or two (2) years of Health Information Management (HIM) experience. A Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential or the ability to obtain within one year of hire. Two (2) years of previous teaching experience in higher education and one (1) year of online teaching experience. The selected candidate must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Master’s degree preferred. Recent classroom and/or online teaching experience specifically in a HIM/coding program. Considerable knowledge of curriculum development, course scheduling, enrollment management, program effectiveness and evaluation as well as student advising. Demonstrated ability to perform management functions which include supervision, strategic planning, and budgeting. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities. Demonstrated ability to operate a personal computer using current Microsoft Office software. Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to work with a widely diverse faculty, staff and students in an urban setting.

**POSITION RESPONSIBILITIES:** The primary responsibility is teaching (classroom and online) and program management. Faculty loads are normally scheduled on an average of fifteen (15) credit hours per semester. Office hours, advising and collateral duty assignments are maintained. Teaching schedules may include day and evening classes and multiple campus and off-campus assignments. Summer course assignments will be based upon student interest.

**APPLICATION PROCESS:** Application reviews will begin AUGUST 3, 2015. Applications will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://jobs.agencies.virginia.gov. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.