

**MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
INSTRUCTOR/ASSISTANT PROFESSOR OF HEALTH INFORMATION MANAGEMENT
Full-Time, 10-month, Tenure Track
Projected Start Date – August 2018**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Middletown, CT
Hours: 35 hours per week
Salary: Instructor - \$52,128; Assistant Professor - \$56,298 with excellent medical insurance, retirement and related fringe benefits.
Closing Date: May 23, 2018

Knowledge, Skills and Abilities: Under the supervision of the Division Director of the School of Allied Health, Business, and STEM, this position will be responsible for teaching 15 credits in Health Information Management per semester at both the Middletown and MxCC@Platt sites. The successful candidate must have demonstrated an interest in and an aptitude for teaching the full range of our courses. S/he must be committed to adopting innovative instructional approaches along with current instructional techniques; integrating instructional technology; developing and delivering distance learning courses; and, collaborating with colleagues to maintain departmental standards and initiatives. Other responsibilities include related curriculum/course development; academic advisement for students; service on college committees; continued professional development by maintaining membership in professional organizations and developing liaisons with colleagues in the field as well as those teaching in high school and four-year institutions of higher education; and other service responsibilities related to a full-time faculty position in support of the mission of the college and the goals of the division.

General Experience:

Master's degree in Health Information Management, Healthcare Administration, Healthcare Management or related field with 3 years' experience in the field and current certification from AHIMA as an RHIT or RHIA; or, Bachelor's degree in Health Information Management or related degree with 5 years' experience in the field and current certification from AHIMA as an RHIT or RHIA. NOTE***Hiring at the Instructor level requires up to two years teaching experience and hiring at the Assistant Professor level requires a minimum of four years teaching experience.

Special Experience: Preferences include college or university teaching experience, preferably in a community college setting; teaching online courses; experience in alternate modes of instruction; experience in academic and career advising, course and program development, and an understanding of the mission of the community college.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in classroom, and office settings.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER;
M/F PREFERRED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Anastasia Pych, Secondary Title IX Coordinator, apych@mxcc.edu, 860-343-5751.