HEALTH INFORMATION MANAGEMENT (HIM) INSTRUCTORS (PART-TIME)

Reynolds 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. We are currently seeking adjunct instructors to teach classes in HIM in the classroom and online.

QUALIFICATIONS REQUIRED: Bachelor’s degree, Certified as CCA (Certified Coding Associate) or CCS (Certified Coding Specialist). Five (5) years previous work experience in an online learning environment. The selected candidate must be able to successfully pass the college’s pre-employment security screening. Distance learning candidates must complete TOPS prior to teaching.

QUALIFICATIONS PREFERRED: Certified as Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA). Excellent oral and written communication skills and previous teaching experience in Health Information Management. Demonstrated ability to work with a widely diverse faculty, staff and student population.

Salary rates commensurate with the education and experience of the applicant.

For further information please contact Michelle Sartelle in the School of Nursing and Allied Health at msartelle@reynolds.edu.

Please send a completed Commonwealth of Virginia employment application*, resume, official academic transcripts, and three current letters of recommendation to:

Michelle Sartelle
Program Head, Health Information Management Program
School of Nursing and Allied Health
Reynolds Community College
P.O. Box 85622
Richmond, VA  23285-5622

*Please visit the Virginia Jobs website http://jobs.virginia.gov/ in order to complete the Commonwealth of Virginia employment application. Once completed, please print and include with the resume, official academic transcripts, and three current letters of recommendation.

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 nonmerit 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, (804) 523-5877.