INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Health Information Management

LOCATION: Main Campus – Fort Pierce

SUPERVISOR: Jane Cebelak, Dean of Health Science

VICE PRESIDENT: Alan Roberts, Ed.D., Vice President, Applied Science and Technology

CLASSIFICATION: Part Time Faculty

CLASS: N/A

SUPERVISORY: No

FUNDING: I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- A Bachelors degree with Registered Health Information Administration certification (RHIA) is required;
- At least 3 years recent experience in health information management department in a healthcare facility;
- Mastery of popular computer software programs;
- Proven knowledge of contemporary medical/healthcare practices;
- Excellent communications skills, both oral and written;
- Teaching experience with diverse populations and recent Health Care Industry experience are preferred;
- Current continuing education with American Health Information Management Association is desired;
- All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS)

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- teaching Introduction to Health Information Management Medical Terminology I and II;
- Healthcare Data Analysis;
- Quality Assessment Legal Aspects of Health Information Management;
SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. The ability to commute between campuses;
2. Preparing course materials, and class lectures;
3. Maintaining student grade documentation;
4. Using Excel and Word software programs;
5. Working with students in groups and individually to assist in retention efforts;
6. Conveying appropriate course guidance to students as needed related to: registration, policies and procedures, job opportunities;
7. Maintaining regularly scheduled office hours to meet with students;
8. Maintaining a safe and effective classroom environment;
9. Participating in department, division, and general adjunct faculty meetings;
10. Accepting direction from the Health Information Management program director;

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit and stand for extended periods of time and to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. Some lifting of computer and electronic equipment may be required. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

________________________________  __________________________________________  _______________
Applicant/Employee Printed Name  Applicant/Employee Signature  Date