

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Chair/Instructor, Health Information Technology

LOCATION: Carthage, Texas

EMPLOYMENT TERM: Full-time, 10-month position

BEGINNING DATE: August 15, 2023

RESPONSIBILITIES: Competence in teaching and curriculum development, clinical scheduling and supervision. Other responsibilities include, but are not limited to: advising students, participating in and leading committees, participating in professional development activities for faculty, participating in developing standards for admission, progression, probation, and dismissal of students, program evaluation, budgeting, recruitment and retention activities, and building a positive public image for the total Health Information Technology program. A complete job description is located at: <https://www.panola.edu/about/human-resources/job-descriptions>

QUALIFICATIONS: Bachelor's degree (required) in Health Information Management preferred. Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) credential, and at least two years work experience in the health information management field with supervisory or management experience required. Teaching experience at the college level preferred. Must have strong communication skills, ability to work effectively with students, faculty and staff. Must have reliable transportation. Must have a commitment to the philosophy of the HIT program.

COMPENSATION: The salary offered will be commensurate with educational background and work experience.

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period.

CLOSING DATE: Screening of applications begins March 20, 2023. Position open until filled.

APPLICATION PROCEDURE: Applicants should secure and submit an application with resume, official transcripts and three letters of recommendation to:

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola St, Carthage, Texas 75633
903.693.2021 email: jdorman@panola.edu