

Assistant Professor Health Information Management
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252867>

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Posted Feb. 7, 2025, set to expire Mar. 30, 2025

Job Title	Assistant Professor Health Information Management
Department	Health
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Feb. 7, 2025
Application Deadline	03/30/2025
Position Start Date	Available immediately
Job Categories	Assistant Professor
Academic Field(s)	Business Health Sciences Engineering
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Position Number: B276PD

Starting Wage/Salary: \$61,560 - \$72,009 plus exceptional benefits

Close Date: 03/30/2025

Primary Purpose:

Provide online instruction to students in the Health Information Management (HIM) program, develop curriculum, assess student learning, and provide student advising. In-person instruction may be required.

CTE Program Director Information:

Every CTE program has a Program Director. As faculty within the HIM program, you may be asked to perform the job duties of the Program Director. In the event that this designation is given, you will be provided with the information regarding this position prior to any appointments.

Essential Duties and Responsibilities:

- Provide online instruction in the Health Information Management area, using approved course outcome guides. This includes lectures, labs or clinical courses in a broad range of HIM curriculum.
- Provide student advising and assistance in areas of course selection, career planning, job placement and employment follow-up.
- Hold at least five scheduled office hours per week on campus for student help sessions and program assistance.
- Participate in department meetings, curriculum revision, course assessment, program assessment, and program review.
- Engage in regular professional growth activities, remain current in the field, and maintain current credentials or licensures as required by the program.
- Participate in service to the college. This may include participating in College committees, taskforces, peer teams, or other activities.
- Provide meaningful, professional service to the community, businesses, public agencies, and other organizations.
- Perform other essential job functions as assigned that support the overall objective of the position.

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Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Thorough knowledge in the field of Health Information Management and demonstrated ability to apply this knowledge and remain current with the changes resulting from national health care policy.
- Ability to adapt and use a variety of teaching and assessment techniques including the use of technology to enhance student success.
- Ability to observe, direct, and oversee students ensuring safety in the classroom or laboratory.
- Ability to work with and present various curriculum concepts to a wide range of students with varying diverse backgrounds, abilities, and learning styles.
- Ability to effectively use Microsoft office suite, various course management systems, technology to teach traditional, hybrid, or online courses and other technology used in the instruction setting.
- Ability to communicate effectively and respectfully with diverse students, staff, and community members.
- Ability to provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.
- If asked to do so, willingness to travel and or teach at various hours and campus locations, as required. Primary instruction is online.
- Ability to foster a collaborative atmosphere among students and the willingness to work as a member of a team with faculty.
- Excellent oral, written and electronic communication skills.

Minimum Requirements:

Education

- Bachelors degree in Health Information Management from a CAHIIM accredited institution.

Experience

- Five years of work experience with the health information management profession.
- Demonstrated successful teaching, or evidence for the potential for excellence in teaching.

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License:

- Registered Health Information Administrator (RHIA) with current AHIMA membership.

Preferred Qualifications:

- Masters degree in Health Information Management and/or Health Informatics from a CAHIIM accredited institution.
- Teaching experience with a health information management, or similar, program.

To apply, visit <https://jobs.cocc.edu/postings/11088>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Health

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