

**Adjunct Faculty, Health Information Technology  
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=263702>

Downloaded On: Oct. 10, 2025 1:04am

Posted Oct. 9, 2025, set to expire Feb. 5, 2026

**Job Title** Adjunct Faculty, Health Information Technology  
**Department** JM - Biological & Health Sciences Operations  
Department  
**Institution** College of Lake County  
Grayslake, Illinois

**Date Posted** Oct. 9, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Faculty Associate

**Academic Field(s)** Health Sciences

**Apply Online Here** <https://apptrkr.com/6634182>

**Apply By Email**

**Job Description**

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**Adjunct Faculty, Health Information Technology  
College of Lake County**

**Part Time  
REQ-00000077**

**Why choose the College of Lake County for your next opportunity?**

**The College of Lake County (CLC)** offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental

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life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

**Position Title:**

Adjunct Faculty, Health Information Technology

**Department:**

JM - Biological & Health Sciences Operations Department

**Position Type:**

Faculty

**Job Family:**

Part-Time Faculty

**Job Summary:**

The College of Lake County is looking to hire Adjunct Faculty in Health Information Technology for the Spring 2025 Semester. The qualified candidate will need to teach one or more of the following Health Information Technology courses:

HIT 111: Medical Terminology

This posting will be used to obtain a pool of qualified candidates. As teaching needs arise, applications will be reviewed for possible interviews. The number of adjunct faculty hired varies from semester to semester, depending upon the needs of the department. Adjunct faculty hires and assignments are coordinated by the department chairs.

The Faculty Success Framework illustrates the fundamental elements of a faculty member's career at CLC. Its purpose is to support a culture of continual faculty development and to provide full but flexible paths for faculty to both consistently contribute to student success efforts and cultivate professional fulfillment. Our Guiding Principles for Teaching and Learning Excellence (CLC CARES) outline the qualities we expect CLC faculty will exemplify in their professional and pedagogical engagement with

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students.

Applications will be accepted on an ongoing basis. Your application can remain under consideration for the academic year. You may check your status at any time by logging into [jobs@clcollinois.edu](mailto:jobs@clcollinois.edu) with your username and password. Thanks for being patient with the adjunct faculty hiring process.

**Posting Date:**

01/17/2025

**Expected Start Date:**

08/01/2025

**Compensation Grade:**

**Full-Time/Part-Time:**

Part time

**Location:**

Grayslake Campus

**Total Hours Per Week:**

5

**Job Description:**

- Teach courses in subject field.
- Develop instructional materials.
- Assess student learning and assign grades.
- Attend required Adjunct meetings in the Fall and Spring semesters.
- Participate in college governance and other aspects of academic life.
- Maintain current knowledge of subject matter.
- Faculty members are expected to maintain current in compliance training, including compliance under Title IX "Responsible Employee" and, if applicable, Clery Act Campus Security Authority.
- Select, prepare and maintain current curriculum, course outlines and printed and non-printed instructional materials.

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- Teach courses as scheduled each academic semester.
- Provide instructional support to the students. Refer students, when appropriate, to sources of specialized services within the College.
- Provide the Division and the students a syllabus that includes course objectives and learning outcomes, attendance policies in line with those of the college, texts and readings, timelines and evaluation criteria, and any other information required by College, Division, or departmental policy.
- Observe and evaluate student performance in meeting course objectives and learning outcomes through assignments, projects, discussions or examinations. Provide feedback in a timely manner on student progress.
- Deliver course content using a variety of teaching styles.
- Maintain office/discipline/grade/division records as required by the College.
- Be available for student consultation through phone or email.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns and problems.
- Assist in developing and administering discipline-appropriate measures of student academic achievement, use departmental testing instruments as provided. Administer other instruments designed to measure student learning outcomes as requested and required by the department.
- Provide all results as requested.
- Conduct all classes in accordance with an established and current course syllabus and approved textbook (and/or related instructional material). Meet all classes for the scheduled time.
- Submit all grades (mid/final) electronically prior to the required deadlines. Provide the Registrar appropriate grade records.
- Encourage students to submit course evaluations, review course evaluations when available and use feedback to improve course delivery.
- Revise and update course content as needed.
- Participate, when appropriate, in the formation and meetings of program advisory boards, college, division, and department committees.
- Maintain a high level of professional ethics.
- Perform other duties as assigned by the Dean or Associate Dean.
- POSITIONS SUPERVISED: None
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For HIT 111: Medical Terminology

- Associate degree and two (2) years' tested experience in a health-related field.

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**Required qualifications:**

- Associate degree and Certified as a Registered Health Information Technician (RHIT), and two (2) years' tested experience in health information management.
- Ability to work effectively and constructively with persons of diverse cultures, gender identities, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.
- Competency in technologies commonly used in college level instruction.

**Desired qualifications:**

- Previous teaching and/or training experience.
- Knowledge or experience with course management systems such as Canvas or Blackboard.
- Bilingual in Spanish and English

**Per Load Hour Compensation Schedule**

2024 -2025 - \$1,323

2025 -2026 - \$1,373

2025 -2027 - \$1,414

**EEO Statement**

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

**To apply, visit** [https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Adjunct-Faculty--Health-Information-Technology\\_REQ-00000077](https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Adjunct-Faculty--Health-Information-Technology_REQ-00000077)

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**Contact Information**

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

**Contact**

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Department  
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