

Instructor – Adjunct – Health Science
Position Description

Overview:

Online adjunct health informatics instructor. Must meet minimum requirements for teaching online.

Qualifications:

Must have a minimum of two years of experience teaching online. Prefer RHIA or RHIT or candidate with significant teaching and health informatics experience. 18 graduate credits in the discipline plus one level above (Master's degree).

Reports to:

Chair of Health Science

Responsibilities:

1. Provide instruction to students as delineated by course curriculum.
2. Evaluate student performance in accordance with the course requirements and provide appropriate feedback to students in a timely manner.
3. Prepare effectively for online class in a manner consistent with the course objectives and course outline.
4. Follow best practices for teaching online
5. Respond to and evaluate student learning by appropriate means.
6. Grade papers, tests, projects and other assignments in a timely manner and gives appropriate feedback to students.
7. Submit grades to the Registrar at midterm and at the completion of the course.
8. Participate in the annual College adjunct self-reflection and evaluation process.
9. Effectively deliver required course content in learning management software.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.