

SOUTHERN ARKANSAS UNIVERSITY TECH POSITION VACANCY NOTICE

POSITION TITLE: Medical Office Administration Instructor

DATE POSITION AVAILABLE: August 2019

APPLICATION DEADLINE: Review of applications will begin April 22, 2019. Applications will be accepted until position is filled.

JOB DESCRIPTION:

This is an academic nine-month position with full benefits. This position requires a commitment to teaching in a community college setting and the ability to successfully interact and respond to the needs of an academically and culturally diverse campus setting. The courses to be taught include: Medical Terminology, Medical Office Administration, Basic Pharmacology, Medical Coding, Medical Assisting, Medical Billing and Electronic Health Records. This position will be responsible for:

1. Teaching a minimum of 15 semester hours each fall and spring semester with instruction including, but not limited to, medical office administration courses.
2. Assisting in maintenance and supervision of laboratories.
3. Maintaining office hours to be accessible as needed for student conferences.
4. Assisting in curriculum development and selection of instructional materials.

In addition to teaching duties, the faculty member will be expected to maintain active participation in non-instructional campus responsibilities such as college and departmental initiatives, committee work, student record keeping, curriculum planning, assessment of student learning, recruiting, and professional development.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited program.
2. Current coding certification or five years of job-related experience.
3. Excellent oral and written communication skills.
4. Good command of the English language.

PREFERRED QUALIFICATIONS:

1. Bachelor's degree in Medical Office Administration or related field.
2. Minimum of five (5) years work experience in the medical office setting.
3. Minimum of two (2) years teaching experience at post-secondary level.

ANNUAL SALARY BASE: Commensurate with education and/or related work experience.

DATE OF NOTICE: April 1, 2019

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu



Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.