

**HEALTH INFORMATION MANAGEMENT (HIM) INSTRUCTORS**  
**(PART-TIME)**

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. We are seeking adjunct Health Information Management (HIM) instructors to teach online and in the classroom. This position will be located on the Downtown Campus.

<b>TYPE OF APPOINTMENT:</b>	Part-time adjunct teaching faculty-ranked appointment. Salary commensurate with the education and experience of the applicant.
<b>QUALIFICATIONS REQUIRED:</b>	Bachelor's degree in Health Information Technology or Health Information Management. Two (2) years of experience in health information systems and health information analysis. Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to work with a diverse population of faculty, staff, and students. The selected candidate must be able to successfully pass the college's pre-employment security screening.  <b>NOTE:</b> Distance learning candidates must provide documentation of completion of appropriate credential, Teaching Online Program (TOP), for teaching online, as identified by college policy.
<b>QUALIFICATIONS PREFERRED:</b>	Prior teaching experience. Experience with Microsoft Word and PowerPoint applications.
<b>APPLICATION PROCESS:</b>	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <a href="https://jobs.agencies.virginia.gov">https://jobs.agencies.virginia.gov</a> . For full consideration, the cover letter, resume or curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.
<b>CONTACT INFORMATION:</b>	Emily Duncan, Senior Recruiter Phone: (804) 523-5874 Email: <a href="mailto:eduncan@reynolds.edu">eduncan@reynolds.edu</a>

*J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, [EEO@Reynolds.edu](mailto:EEO@Reynolds.edu).*