

**HEALTH INFORMATION MANAGEMENT (HIM) INSTRUCTOR/PROGRAM HEAD**  
**(POSITION NO. FO410)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

The College 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. The position will be assigned to the School of Nursing and Allied Health, located on the Downtown Campus, 700 E. Jackson Street.

**TYPE OF APPOINTMENT:** Full-time nine-month teaching faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$43,776 - \$108,508. Approximate maximum hiring salary: \$58,759.

**QUALIFICATIONS REQUIRED:** Bachelor's degree from an accredited college or university. Two (2) years of clinical experience in a medically related field, or two (2) years of Health Information Management (HIM) experience. A Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential or the ability to obtain within six months of hire. Two (2) years of previous teaching experience in higher education and one (1) year of online teaching experience. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Post-Baccalaureate or Master's degree preferred. Recent/current classroom and/or online teaching experience specifically in a HIM/coding program. Working knowledge of curriculum development, course scheduling, enrollment management, program effectiveness and evaluation; as well as student advising. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities. Demonstrated ability to operate a personal computer using current Microsoft Office software. Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to work with a widely diverse population of faculty, staff and students. Current or recent experience with management functions to include supervision, strategic planning, assessment, evaluation, and budgeting.

**POSITION RESPONSIBILITIES:** The primary responsibility is teaching (classroom and online) and program management. Faculty teaching loads are normally scheduled on an average of fifteen (15) credit hours per semester. Office hours, advising and collateral duty assignments are maintained. Teaching schedules may include day and evening classes and multiple campus and off-campus assignments. Summer course assignments will be based upon student interest.

**APPLICATION PROCESS:** Application reviews are on-going. Applications will be accepted until the position is filled.

**CONTACT INFORMATION:** Emily Duncan, Recruitment Coordinator  
Email: [eduncan@reynolds.edu](mailto:eduncan@reynolds.edu)

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, 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 1 year) letters of recommendation relevant to this position can be provided to the committee 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.

*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).*