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**POSITION:**

Business Healthcare Technology Instructor – Adjunct

**DUTIES:**

Successful applicants will be responsible for overall classroom instruction for degree and diploma level Business Healthcare Technology courses to include maintaining department guidelines and standards, evaluating students by assigning grades and interacting with other faculty and deans. Primary appointment will be online courses. Position begins: May 2023.

**EDUCATION:**

Master’s in business or closely related field with 18 graduate semester hours in field

**MINIMUM QUALIFICATIONS:**

Master’s in business or closely related field with 18 graduate semester hours in field. Minimum of three years’ experience in Healthcare Billing and Coding within the past seven years. Competent computer skills and the ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint, Outlook). Active participation in appropriate professional/occupational organizations.

**PREFERRED QUALIFICATIONS:**

* Teaching experience in secondary and/or postsecondary educational institution.
* Nationally Recognized Certification in billing & coding

**APPLICATION DEADLINE:**

Open until filled.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. This is a part-time position and does not include benefits.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

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| **Equal Opportunity Statement**  Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) , 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu), ; Katie Rutland, ADA/Section 504 Coordinator & Title IX Coordinator for all students, All Campuses 1777 West Cherry Street, Jesup, Georgia, [krutland@coastalpines.edu](mailto:krutland@coastalpines.edu), 912.424-3645 |