POSITION ANNOUNCEMENT

DATE: June 12, 2015

POSITION TITLE: Health Information Technology (HIT) Program – Instructor/Program Coordinator

INSTITUTION: Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. KVCC’s Alfond Campus offers an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a highly collegial environment emphasizing respect for employees, students, and the community we serve.

Situated in the heart of central Maine, the Kennebec Valley region offers an unparalleled quality of life – with strong, safe, and vibrant communities and school systems. Dining, entertainment, and recreational opportunities abound in every direction to include Maine’s largest city (Portland), lakes, mountains, rugged coastline, and quaint villages and small towns all within an hour’s drive. Maine, Vacationland, offers four beautiful seasons, each with incredible opportunity for scenic beauty and outdoor exploration hiking, biking, fishing, boating, photography, gardening- the possibilities are endless.

SALARY: Salary and benefits commensurate with the Agreement between the Maine Community College System Trustees and the MEA Faculty Unit. Range III; Base Salary range $44,692 with commitment to negotiate higher based on skills and experience; Academic year position; Paid holidays

QUALIFICATIONS: A minimum of a Bachelor’s degree required, Master’s degree preferred. Applicants must hold a credential of a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT). The applicant must have current knowledge in the technical and software applications required in Health Information Management.

RESPONSIBILITIES: The HIT Instructor/Program Coordinator responsibilities include teaching academic courses, student advising, program administration and coordination of professional practice.

APPLICATION PROCEDURE: Initial review of applications will begin immediately and will continue until the position is filled. Submit the following: cover letter, resume, transcript of highest degree earned, KVCC Application for Employment (visit: http://www.kvcc.me.edu/employment and download form), and a list of three (3) professional references with contact information to:

mwood@kvcc.me.edu
Monica L. (Wood) Brennan
Executive Assistant to the President
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937-1367

Kennebec Valley Community College is an equal opportunity affirmative action institution and employer.
For more information, please contact the Affirmative Action Officer at 453-5000.