



SAVANNAH TECHNICAL COLLEGE

Position **Adjunct Medical Coding/Insurance Instructor – Liberty Campus**

Savannah Technical College is seeking an adjunct instructor for the Medical Coding/Insurance Data Entry Specialist Technical Certificate of Credit program at the Liberty Campus. Under the general direction of the Department Head for Medical Assisting, the faculty will provide theory and practical instruction to a level sufficient for students to develop the skills necessary to become employed in their chosen profession of Medical Coding/Insurance Data Entry.

Qualifications

- Minimum of Associates Degree in Medical Billing, Medical Coding, or related field, OR CMA (Certified Medical Assistant)/RMA (Registered Medical Assistant), OR credentialed as a CCA (Certified Coding Associate).
- Must have three years work experience within the last five years in the area of Medical Coding/Billing/Insurance.
- Previous teaching experience in the postsecondary Health Science environment strongly preferred.
- Must be knowledgeable in course content, as evidenced by education/or experience, effective in directing and evaluating student learning and laboratory performance, and be prepared in educational theory and techniques.
- Must possess valid driver's license and required insurability.
- Must possess skill in oral and written communication.
- Must possess basic computer skills including, but not limited to, Word; Excel; PowerPoint, and Outlook/email.
- Experience in the use of the Banner a plus.
- Must possess excellent organizational and customer service skills to deal professionally with Savannah Tech employees, students, and visitors.

Physical Demands

Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary/Benefits

Salary is commensurate with education and work experience.

Application Deadline For best consideration, applications should be received by **July 28, 2011**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you