Baker College Professional Services, Inc. seeks to hire an individual to be assigned to the position of **Adjunct Faculty – Health Information Technology Program (Part-Time)** for the benefit of and to be located at Baker of Allen Park.

**GENERAL STATEMENT OF DUTIES:**
The primary purpose of the Part-Time Adjunct Faculty person is to teach courses in areas of their expertise.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**
- Bachelor’s degree from an accredited college or university preferred with RHIA, CCA, or CCS certification required; Associate’s degree from an accredited college or university with RHIT certification required
- 2-3 years of ICD-10 coding experience preferred
- 2 years of college level teaching experience and accreditation background preferred
- Knowledge of Blackboard or other educational platform preferred
- Must have presentation skills
- Must be computer literate with Microsoft Office Suite, Google Apps, 3M, and Neehr Perfect
- Must have excellent interpersonal, verbal, and written communication skills
- Must have the ability to teach daytime and evening classes for the above courses

**DUTIES AND RESPONSIBILITIES:**
- Teach courses within content area, afternoon or night courses
- Teach coding courses, PCS, CM, and CPT according to the Official Guidelines for Coding ICD-10
- Complete online training modules
- Revise, review and/or develop curriculum, as needed
- Complete all required professional development/training
- Collect and submit required assessment of student learning data
- Participate in appropriate campus and system committees, meetings, projects, and activities
- Attend department and/or division meetings and trainings
- Complete online training modules
- Other duties as assigned

**WORK SCHEDULE:** 1-2 nights a week, or could vary by course section

**REPORTS TO:** Program Director

**STARTING DATE:** August 1, 2017, or TBD by course availability and Program Director

**COMPENSATION:** Compensation based on education and existing rates for similar positions within Baker College Professional Services, Inc.

**APPLICATION PROCEDURE:** Please submit cover letter and resume via email only by **July 10, 2017** in care of:

Baker College Professional Services, Inc.-AP
Human Resource Department
E-mail: hr-ap@baker.edu
www.baker.edu

AA/EOE

Baker of Allen Park’s combined Annual Security and Fire Safety Report is available to anyone. This report is required by federal law and contains policy statements and three years’ worth of crime statistics for the school. This report is available online at [http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf](http://www.baker.edu/media/ckfinder/files/Security-Report-AP.pdf). You may also request a paper copy from the Baker of Allen Park Campus Safety office.