

PLEASE POST

**REVISED
POSITION OPENING**

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Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Pennsylvania College of Technology is located in Williamsport, a family-oriented community, ideally situated along the Susquehanna River at the foot of Bald Eagle Mountain in North Central Pennsylvania, within 200 miles of New York City, Philadelphia, Baltimore, and Washington D.C. Penn College is Pennsylvania's premier technical college and an affiliate of The Pennsylvania State University. More than 6,500 students are enrolled in Penn College's bachelor and associate degree and certificate majors, which combine hands-on experience with theory and management education.

Full-time Faculty, Business Administration/Health Information Technology

Reports to:

Dean of Business and Computer Technologies

Duties and Responsibilities:

The faculty will be responsible for educational leadership, student instruction, and student advising in Business Administration/Health Information. Specifically, this person will:

- Instruct and evaluate student performance in the Business Administration area with special emphasis in Health Information. (Essential)
- Advise, schedule, and maintain accurate records on students. (Essential)
- Maintain office hours according to contractual guidelines. (Essential)
- Write and update course syllabi; assist with curriculum review, revision, and development. (Essential)
- Engage in professional development and technological upgrading activities. (Essential)
- Assist in writing grant proposals and with follow-up activities. (Essential)
- Assist Dean with achieving and maintaining Health Information program accreditations. (Essential)
- Contribute to the betterment of the College through School committee participation. (Essential)
- Contribute to the betterment of the College through College-wide committee participation. (Marginal)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Dean. (Marginal)

Qualifications:

Minimum

- *Registration as a Health Information Administrator (RHIA).
- *Master's Degree in Health Information Administration, or related discipline.
- *Related business and/or teaching experience.
- *Interdisciplinary approach to education.
- *Interpersonal skills necessary to deal effectively and courteously with students, staff, administration, and the public.
- *Ability to communicate effectively both orally and in written form.
- *Sensitivity to the expectations of students, staff, administration, and the public.
- *Developed organizational skills.
- *Demonstrated sensitivity to diversity and multicultural issues.
- *Finalists for this position must present a sample lesson.

Minimum (Continued)

- *Candidates for teaching positions must be fluent in the English language (oral and written) - English Fluency in Higher Education Act. (Pennsylvania Senate Bill 539/Act No. 76)
- *Background check will be required on selected candidate.

Desired

- *Doctorate in an appropriate, related discipline.
- *Course development and advising experience.
- *Additional professional development.
- *Two (2) years of college teaching experience.

Machines, Tools, Equipment:

- *Microcomputer

Conditions of Employment:

The wages, hours, and terms and conditions of employment for full-time teaching faculty, counselors and librarians (all regular College funded positions and certain grant/contract funded positions) are determined by the negotiated Agreement between Pennsylvania College of Technology and the Penn College Education Association.

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

Salary and Academic Rank:

Commensurate with credentials submitted as applied to the College's Faculty Salary System and established criteria for faculty rank. As a point of reference, the salary range for 21 new full-time faculty hired in various disciplines throughout the College for the 2009/2010 academic year is \$42,635 to \$68,260.

Starting Date:

Fall 2010 semester, which starts August 12, 2010

Deadline for Application:

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College
on the Internet at www.pct.edu.*