



RIDGEWATER

COLLEGE

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Ridgewater College Posting
A Minnesota State College

Health Information Technology Instructor

Unlimited Full- Time Vacancy Notice

Posting Date: October 23, 2023

Campus: Willmar

Bargaining Unit: MSCF

Employment Condition: Full – Time, Unlimited

Wage: Commensurate upon prior relevant paid work experience and education Level

PCN: 01128249

RESPONSIBILITIES:

- Maintain program professional organization standards.
- Committed to providing quality instruction and services to students of all ages and backgrounds.
- Instructor is responsible to assign, supervise, and evaluate students in a variety of internship settings (may be at non-traditional times and days) in laboratory and simulated experiences, as well as lecture.
- Instructor is responsible to maintain their professional memberships and continuing education activities.
- Demonstrate knowledge of and experience in assessment of student learning outcomes.
- Participate in department meetings, coordination activities, curriculum development and college wide committees.
- The applicant (the employee) should demonstrate a knowledge of and interest in diverse cultures and populations.

Minimum Qualifications *(required skills to enter the job; must be identified on application materials)*

Education Requirement

- Associate's degree in health information technology.
- Occupational Experience Requirement
- Four full-time years (or equivalent) of verified related paid work experience in health information technology.
- Recency Requirement
- One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) postsecondary teaching experience in the credential field within the last five years.
- Professional Requirement
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) by the American Health Information Management Association (AHIMA)

WILLMAR CAMPUS

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

HUTCHINSON CAMPUS

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

www.ridgewater.edu

Preferred Qualifications *(desired but not required)*

- Related training/teaching experience.
- Teaching experience in health Information Technology.
- Professional certifications.
- Two years of teaching experience; preferably at a community college
- Experience with course construction, curriculum development and classroom management.
- Experience using D2L or other learning management systems.
- Experience with online teaching and/or learning
- Experience working with a diverse student population.

How to Apply

Apply online at <https://ridgewater.peopleadmin.com/postings/1750> Position is open until filled.

Applications must include:

- Online Employment Application
- Resume
- Letter of interest addressing the position qualifications
- Diversity Statement
- Unofficial copy of transcripts
- List of three professional references with contact information

Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- Academic Year Contract
- Medical Insurance
- Dental Insurance (low deductibles)
- Paid Parental Leave
- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

Contact

If you have questions about the position, contact Jennifer Manning at Jennifer.Manning@ridgewater.edu or 320-222-6076.

Institution Information

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers.mmb@state.mn.us. Please indicate what assistance is needed.