

PANOLA COLLEGE - JOB DESCRIPTION

JOB TITLE:	Chair of Health Information Technology (ON-LINE PROGRAM)	FLSA status:	Exempt
-------------------	--	---------------------	--------

DEPARTMENT:	Health Information Technology	REPORTS TO:	Dean of Nursing and Health Sciences
--------------------	-------------------------------	--------------------	-------------------------------------

Position summary: Under indirect supervision, this position is responsible for the total program of the Health Information Technology (HIT) Program. This position reports directly to the Dean of Nursing and Health Sciences, keeping him/her abreast of all planning, organizing, staff and development of Panola College's (On-Line) Health Information Technology program.

Position responsibilities:

- Develop online Health Information Technology program
- Act as liaison between the Dean and the Faculty within the department.
- Direct in the development of the departmental budget and present annual request.
- Direct in development of the annual improvement plan.
- Direct in development of annual marketing improvement plan.
- Chair department committee for employment of new instructors.
- Assist departmental faculty in counseling and registration.
- Coordinate campuses in regard to syllabi and course content.
- Promote the program through participation in area and community events and affairs.
- Recruit students for the program.
- Develop the curriculum and continue curriculum revisions of the program so student training and skill development meets employer need.
- Exhibit excellence in instruction.
- Perform other functions consistent with a division coordinator's responsibilities when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Position Requirements:

- Degree Requirements:
 - Bachelor's degree required with at least 5 years experience directly related to the duties and responsibilities specified. Master's degree preferred.
 - Registered Health Information Administration (RHIA) or Registered Health Information Technician (RHIT)
- Maintain documentation and prepare Annual Program Assessment Report (APAR) to maintain Health Information Technology Program accreditation with CAHIIM
- Responsible for program Institutional Effectiveness
- Teaching experience using WebCT a plus – distance education required
- Must have strong organizational skills.

Knowledge, Skills, and Abilities Required:

- Online course development training required.
- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.