Academic Specialist, Health Information Technology

highereedjobs.com/search/details.cfm



Type: Full-Time
Salary: $75,000 - $90,000 per year
Application Due: Open Until Filled
Category: Health Information Technology

UCNJ
Union College of Union County, NJ

General Description

Under the direction of the Academic Deans, the Academic Specialist is a twelve (12) month contracted full-time position. Academic Specialists will perform administrative responsibilities in Academic Affairs and student service that focus on student success initiatives and the College's educational goals and priorities. Academic Specialists will also be permitted to teach academic subjects, evaluate staff including faculty and adjunct faculty,

carry out administrative projects and programs, and advise students. Using predictive and learning analytics, Academic Specialists support the primary institutional mission of student success.

Characteristics, Duties, and Responsibilities

- Provides classroom instruction up to 12 hours per week.
- Delivers instructional approaches that engage students and support student success.
- Designs, prepares, and develops instructional materials.
- Carries out administrative tasks and programs as assigned by Supervisor.
- Interviews and evaluates staff, including faculty and adjunct faculty for purposes including, but not limited to, hiring, retention, non-renewals and/or discipline.
- Provides assistance with hiring adjunct faculty, evaluating faculty and staffing.
- Maintains accurate student records.
- Uses data and analytics to improve student retention and completion outcomes.
- Advises students throughout their educational life cycle and provides discipline specific information.
- Supports students through tutoring and mentoring activities.
- Supports student learning outside of class by maintaining office hours.
- Develops and assesses courses under the supervision of the Dean.
- Demonstrates knowledge of innovative technology and its use in the classroom.
- Assists with curriculum & assessment projects, division reports including, revisions, changes or updates.
- Assists the Dean with budget activities, including the Perkins grant.
- Writes grants and participates in the administration of grant activities.
- Provides strong advocacy for the programs.
- Participates in all commencement events.
- Represents the College at conferences and seminars, as needed.
- Participates in the College governance process.
- Exhibits regular, prompt attendance as an essential job responsibility.
- Conducts meetings as necessary for the effective functioning of the program, including any committee meetings.
- Provide administrative support to the Allied Sciences Division Office.
- Other duties as assigned.

Specialized Job Duties:

- Monitors and maintains timely and accurate student records.
- Submits timely and accurate program reports and other documentation.
- Establishes admissions criteria with faculty input and participates in the student recruitment and admissions process.
- Fosters instructor participation in staff development and training programs, as needed.

- Ensures the safety and cleanliness of all classrooms, labs, and other departmental areas.
- Maintains adequate class sizes and student-to- instructor ratios through appropriate staffing and scheduling.
- Works effectively with other departments in the Division of Allied Sciences to maintain an overall environment that is conducive to learning.
- Understands the field of Health Information Technology and helps students understand and navigate baccalaureate education opportunities to help them meet their career goals.
- Demonstrates continuing professional development and remains current in the field of Health Information Technology for curriculum development and delivery.
- Manages the organization, administration, continuous program review, planning, development, and general effectiveness of the Health Information Technology program.
- Assists with the budget development process of the program.

Education Requirements

Master's degree is required and certification as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) required.

Experience

Experience working with a diverse population preferred

Competencies and Skills Required

- Understanding of and commitment to the mission of a comprehensive community college.
- Commitment to student success.
- Proficiency in Microsoft Office including Word, Excel, and PowerPoint.
- Ability to generate and format reports using report generating tools.
- Proficiency in the use of data and AI tools to improve outcomes and productivity.
- Participatory leadership style; demonstrated creativity and flexibility in problem solving.
- Demonstrated commitment to academic excellence.
- Sensitivity to the educational and personal goals of a diverse student population.
- Demonstrated ability to utilize diverse teaching methods to accommodate various learning styles.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal, administrative, and organizational skills.

Physical Demands and Work Environment

- This position's duties are normally performed in a typical interior/residence work environment, based on the activity scheduled.
- Some physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.
- Some travel is required.

Salary: $75,000 - $90,000

Additional Information

UCNJ Union College of Union County, NJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

UCNJ Union College of Union County, NJ is an EEO/AAP Employer/Protected Veteran/Disabled

==========

Disclaimer: This job description outlines the general nature and key features performed by various positions that share the same job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of all employees assigned to the job. Nothing in this job description restricts management's right to assign or re-assign duties to this job at any time due to reasonable accommodations or other business reasons.

==========

We offer a comprehensive benefits package for full-time faculty and staff which includes Medical, Dental and Vision Benefits. We also offer twenty vacation days, ten paid holidays, and a ten-week summer work schedule which allows the college to close on Fridays. Other additional benefits include gym privileges, tuition remission for credit and non-credit courses at UCNJ Union College of Union County, NJ, and tuition reimbursement for an approved degree program at an accredited college or university.

Terms of Employment

Full-time. Flexible schedule to meet College needs. Some evening, weekends, and extended hours will be required. Ability and willingness to travel on short notice to all on and off-campus sites as needed by the College. Employee must establish primary residency in New Jersey within one year of appointment unless an exemption applies in accordance with N.J.S.A. 52:14-7.

Open Until Filled: Yes

An "Equal Opportunity Employer"

Related Searches:

Health Information Technology

© 2026 HigherEdJobs. U.S. Patent 8,548,928