Job Description

Position:  Assistant Professor

Department:  College of Arts and Sciences

Division:  Health Information Management Systems

Length:  Full-time/Tenure Track

Office Hours:  8am-5pm

Duties and Responsibilities (includes, but is not limited to)

- Prepare instructional course syllabi and materials.
- Conduct classes in accordance with established course outlines and approved instructional materials.
- Teaches courses as contracted each semester.
- Demonstrated knowledge in assigned teaching discipline.
- Guide students in their educational processes by referring them for assistance regarding their program/schedules, academic progress, specialized services within the University, and/or up-to-date information about educational/occupational opportunities. Be accessible to assist students with questions and in completion of assignments as delineated in the course syllabus.
- Provide input and feedback on selected textbooks and instructional resource and electronic materials.
- Demonstrate a professional manner and attire.
- Demonstrated effective knowledge and use of presentation, facilitation, and technology skills.
- Demonstrated ability to think critically, analyze data, and read/process written information.
- Teaching experience (preferably in higher education or training) and/or experience in planning/developing Courses preferred.
- Demonstrated ability to work accurately and effectively with computerized data systems (PC and Mainframe).
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.

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• Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
• Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of SUNO University.

**Qualification:** Master’s Degree (or equivalent credentials) in related field and RHIA credentials
Minimum of three (3) years current professional experience related to assigned teaching discipline.
Relevant/Current certifications/licenses as required by teaching assignment.