



## **HEALTH INFORMATION TECHNOLOGY PROJECT COORDINATOR**

Kennebec Valley Community College has an immediate opening for a 3/4-time administrator who will coordinate all aspects of a two-year federal grant designed to train Mainers in the use of Electronic Medical Record Systems (EMRS) in a healthcare setting. Responsibilities include curriculum development; recruitment, hiring and supervision of adjunct instructors and technical support staff; coordination of hybrid and traditional course delivery processes; recruitment and enrollment of students; procurement of necessary materials and computer systems; program evaluation, ARRA and ONC reporting; and other duties as assigned.

The successful candidate will be an experienced healthcare provider (i.e. RN, RHIT/RHIA, or similar) familiar with HIPAA Title I and II, Electronic Data Interchange, EMRS and at least one year of project management and distance learning experience. Familiarity with ARRA and ONC reporting requirements, curriculum development and/or post-secondary instructional experience are strongly desired.

Salary and benefits are in accordance with the agreement between the Maine Community College System and the MEA Administrators Unit. Application review will begin immediately and continue until the position is filled. For consideration, please submit a letter of application, Application for Employment at KVCC (visit: [www.kvcc.me.edu](http://www.kvcc.me.edu) and then click "EMPLOYMENT" and download form), resume and three (3) recent professional references to:

John Delile  
Dean of Finance & Administration  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937-1367

KVCC is an equal opportunity/affirmative action institution and employer. For more information, please call 453-5000.

# POSITION ANNOUNCEMENT

**DATE:** July 21, 2010

**POSITION TITLE:** Health Information Technology Project Coordinator (3/4-time)

**SALARY:** Salary and benefits commensurate with the Agreement between the Maine Community College System and the MEA, Administrators Unit. (Level to be determined)

**QUALIFICATIONS:** The successful candidate must be an experienced healthcare provider (i.e. RN, RHIT/RHIA, or similar) familiar with HIPAA Title I and II, Electronic Data Interchange, Electronic Medical Records Systems (EMRS) and at least one year of project management and distance education experience. Familiarity with ARRA and ONC reporting requirements, curriculum development and/or post-secondary instructional experience are strongly desired.

**RESPONSIBILITIES:** This administrator will serve as coordinator in all aspects of the two-year grant designed to train Mainers in the use of EMRS. Responsibilities include curriculum development; recruiting, hiring and supervising adjunct instructors and technical support staff; coordination of hybrid and traditional course delivery processes; recruitment and enrollment of students; procurement of necessary materials and computer systems; program evaluation, ARRA and ONC reporting; and other duties as assigned.

**PROCEDURE:** Application review will begin immediately and continue until the position is filled. Send a letter of application, Application for Employment at KVCC (visit: [www.kvcc.me.edu](http://www.kvcc.me.edu) and then click "EMPLOYMENT" and download form), resume and three (3) recent professional references to:

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