

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: April 13, 2010 Department: Natural Sciences  
 SUS  SUBR  SULC  SUAREC  SUNO

Application Deadline: May 13, 2010 Date position to be filled: Open until filled

Position Title: Assistant Professor in Health Information Management Program

Salary (annual): Negotiable or Salary Range: \_\_\_\_\_ to \_\_\_\_\_

Please check all categories that apply to this position:

### Status

- Part-time  
\_\_\_\_\_  
% of time  
 Full-time

### Faculty Position

- Temporary  
 Tenure  
 Tenure Track (Probationary)  
 Grant  
 Contract

### Unclassified Position

- Administrative  
 Temporary  
 Permanent  
 Grant  
 Contract

### Classified Position

- Probationary  
 Job Appointment  
 Provisional Appointment

Contact Person: Ms. Andrea Mignott (phone contact only) Telephone No: 504-286-5190

Contact Email Address: sanovatney@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

### Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

Successful applicant will teach HIM courses as needed according to specified learning outcomes. Duties include overseeing the design, development and assessment of program curricula; assisting with coordination of externship sites, including student placement and performance assessment; developing community contacts and chairing advisory board meetings; academic advising and career related counseling for students; maintaining competency and currency in HIM and in healthcare research, trends, issues and practices, including effective teaching strategies and assessment methods; and providing support for program and institutional initiatives.

### Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

Masters degree and Registered Health Information Administrator (RHIA) certification required.

### Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

A statement of interest, three letters of recommendation, a curriculum vita, and a copy of undergraduate and graduate transcripts should be forwarded, preferably by e-mail, to sanovatney@suno.edu

### Apply To:

Ms. Saragrace (Sally) Novatney, Administrative Assistant  
Southern University at New Orleans  
6400 Press Drive, Administration Bldg., Room 204  
New Orleans, LA 70126  
Email: [sanovatney@suno.edu](mailto:sanovatney@suno.edu)  
Phone: (504) 286-5381

**AN EQUAL OPPORTUNITY EMPLOYER**