

January 9, 2012

HEALTH INFORMATION TECHNOLOGY STUDENT SUPPORT SPECIALIST

This is a temporary Health & Human Services consortia funded position under the award of Community College Consortia to Educate Health Information Technology Professionals in Health Care Programs.

RESPONSIBILITIES

- Provide individual career advising assistance to all students from incoming new students to graduates and alumni within six months after graduation from this curriculum
- Present educational workshops to students
- Compile statistics on internships, students and graduate placement
- Coordinate, organize/plan all aspects of Career Fairs
- Design, coordinate, and conduct career-related outreach programs to assist students in their job searches
- Compile end of program reports regarding college services provided to students and graduates
- Develop and maintain professional expertise in field
- Research job markets and employment trends
- Develop and maintain professional brochures, flyers and handouts for students on career-related information
- Other duties as assigned

QUALIFICATIONS

- Associate degree or equivalent required; Bachelor degree preferred
- Three years of Health Information Management or Information Technology experience in healthcare, or two years experience in recruitment/career services, or equivalent combination
- Must be able to coordinate career activities both in person and using other media (online, videoconferencing, etc)
- Must have the knowledge, professional demeanor, and computer literacy to manage consortium responsibilities
- Must be able to maintain effective relationships with consortium members, students, clinical agencies and be willing to work as a team member in a flexible ever-changing environment
- Must have strong written and verbal communication, public speaking, organizational, interpersonal and counseling skills

SALARY

Salary range is \$25,000 to \$30,000. This is a 12-month full time position funded by a grant for up to one year.

APPLICATION PROCESS

Interested candidates should send a resume, completed official application, official transcripts (if applicable) sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Zaira Valeriano
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.