



## Vacancy Announcement

### **Workforce Medical Billing and Coding Adjunct Instructor**

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria, 2) Cottonport, 3) Winnfield, 4) Jena and 5) Ferriday. Position domiciled at Main Campus in Alexandria.

#### **SUMMARY:**

The Medical Billing and Coding Adjunct Instructor facilitates student learning and initiates and participates in efforts to consistently improve the level of student success. The instructor will be responsible for teaching classes in Medical Billing and Coding program and report to Business Developer for Healthcare.

#### **Duties and Responsibilities:**

- Must have an accurate working knowledge of the Medical Billing and Coding field and can demonstrate and apply this knowledge to teaching.
- Must be organized and efficient in planning a curriculum that will maximize student learning.
- Instructional methods and strategies must be diverse to meet the students' needs.
- Able to be creative and structured to teach in the classroom and virtually.
- Help students develop strong professional and communication skills.
- Needs to encourage and implement a variety of assignments to gain a higher order of thinking and processing
- Ability to communicate verbally in a professional manner with colleagues, students, and potential students, and alumni.
- Maintaining office hours for student consultations.
- Preparing and providing course syllabi and instructional materials to students.
- Evaluating and reviewing students' progress in attaining goals and objectives.
- Keeping appropriate records of testing and grading, as per college standards.
- Utilizing technology to access data, maintain records, generate reports, and communicate with others and facilitate learning.
- Attaining, maintaining, and reviewing program certification requirements as appropriate.
- Fulfilling professional assignments in accordance with the CLTCC College calendar and contractual obligations

### **Required Knowledge, Skills and Abilities:**

- Strong analytical and organizational skills, detail-oriented, ability to relate to a variety of individuals; analytical, collaborative, and trustworthy

### **Required Minimum Qualifications:**

- A minimum of 5 years of current experience in the Medical Billing and Coding field
- Prior teaching experience preferred but not required
- Needs to be able to teach both virtually and in the classroom
- Current certification in either AAPC or AHIMA

### **Additional Requirements:**

**A valid Louisiana Driver's License**  
**Proof of motor vehicle insurance**

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

### **Application Instructions:**

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.*