



## **VACANCY NOTIFICATION**

### **PART-TIME PATIENT ACCESS REPRESENTATIVE TECHNICIAN INSTRUCTOR**

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently seeking for a PT Patient Access Representative Technician Instructor. Under the supervision of the Coordinator for Healthcare Programs for Continuing Education and Workforce Development, the Patient Access Representative Technician Instructor will plan, prepare, and deliver approved curriculum and lectures using hands-on techniques. The instructor will plan and organize instructional materials/supply inventories/tools/equipment, prepare lesson plans and track student grades and attendance. The instructor will lead, inspire, motivate, and advise students to actively participate in all aspects of their educational process. The instructor will provide regular, accurate and timely feedback to students and the school concerning academics, behavior and attendance. When appropriate, identify and refer participants to supportive services to enhance student success. The instructor will assist the Program Coordinator with coordination of student externships or job placements. Also, the instructor will be responsible for assisting students with their professional resume.

The candidate must be highly organized, detail-oriented and able to work with a diverse student population. Must be able to work on mornings and/or evenings. Must have the ability to provide consistent hours on a weekly basis and the flexibility to adjust schedules as needed, including weekends. Excellent organizational skills. Ability to occasionally work independently.

#### **Requirements:**

Bachelor's Degree minimum required. Must have a minimum of 3-5 years of experience as a Patient Service Representative or Patient Access Specialist in a hospital setting. Must possess an active CHAA certification and be an approved instructor through N.A.H.A.M. Prior classroom instruction and/or training experience in a healthcare setting. Must be proficient with the use of computers to enter grades and attendance electronically. Must be able to develop and maintain excellent relationships with a diverse staff and student population. Must possess excellent oral and written communication skills. Ability to multi-task in a fast paced environment required and consistently demonstrate the highest levels of integrity. Possess great energy, strong interpersonal skills, and the ability to work effectively with a broad range of students. Credibility, presence, and excellent facilitation abilities are required. A flexible schedule, open to working nights and/or weekends. This position requires some travel throughout the region. Proficient in Microsoft Office (i.e. Word, Excel).

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

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For additional information and employment opportunities at HCCC, please visit:

[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

**HCCC IS AN EEO/AA EMPLOYER**

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