Adjunct Faculty

Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the positions of Adjunct Faculty.

We are currently seeking adjuncts to teach the below courses:

- **AHMS164 Beginning Diagnosis Coding- 3 credits**
  This course covers the basic levels of theory and application of ICD-10-CM principles and guidelines for coding and sequencing diagnoses and procedures. Examples of patient records and coding exercises using the ICD-10 coding manual and simulation software will provide practice in coding and sequencing diagnoses. This course involves the application of ICD-10 diagnosis codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios.

- **AHMS160 Beginning Procedural Coding- 3 credits**
  This course covers the basic levels of theory and application of the principles and guidelines for coding and sequencing medical procedures and services. Examples of patient records and coding exercises using the CPT and HCPCS coding manuals and simulation software will provide practice in coding procedures and services. This course involves the application of CPT and HCPCS codes, knowledge of medical terminology and procedures, and the use of simulated patient case scenarios.

- **CAPP131 Basic MS Office- 3 credits**
  This course provides students with basic computer literacy, terminology, career information, and social issues related to computers, as well as network and information technology. Topics include issues with computer use, ethics, crime, and copyright laws. Students will explore a computer operating system, word processing and spreadsheet application software, and the internet to find solutions for real world problems. Through hands-on activities participants will learn effective uses of a Windows-based computer as a tool to increase productivity.

Provide instruction and monitor teaching/learning effectiveness in courses assigned by the Division Chair and/or Associate Dean for Academic Affairs and in which the instructor has appropriate qualifications. Use up-to-date discipline and pedagogical skills to ensure active participation and learning by students.

Qualifications:

Combination of education and experience.
| **Salary:** | These positions are paid $600/per credit hour. |
| **Application Procedures:** | Please email your resume, cover letter and transcripts to UMH-HR@umhelena.edu |
| **Submission Deadline:** | Ongoing Recruitments |

**Background Investigation is Required Prior to Offer of Employment**
In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

**Reasonable Accommodations**
Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711.

**ADA/EOE/AA/Veteran’s Preference**
Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans’ preference in accordance with state law.

**Testing**
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.