



Notice of Vacancy

Location of Position: West Harrison Center, Long Beach, Mississippi

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| Position Available: Medical Billing and Coding Instructor (Evening Program) | Classification: ___ Administration <u> x </u> Faculty ___ Staff ___ Hourly |
| Date Position Available: January 1, 2010 | Salary Scale: Salary based on experience and education |

Qualifications & Experience:

MANDATORY: (M1) Bachelor's Degree in **Business Education** from a regionally accredited institution of higher learning **or a Bachelor's Degree in Educational Technology** with twenty-four (24) semester hours of coursework related to the area of instruction (M2) Demonstrated written and interpersonal communication skills (M3) A minimum of two (2) years of teaching or related work experience in career-technical education
DESIRABLE: (D1) Multi-media instructional delivery experience, including teaching online classes (D2) Community College teaching experience (D3) Master's Degree in Business Education from a regionally accredited institution of higher learning

The College:

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.
 State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

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| <p>For additional information on the position, contact:</p> <p>Janice Poole, Ph.D. Administrative Dean MGCCC-West Harrison County Center 21500 B Street Long Beach, MS 39560 (228) 868-6057 janice.poole@mgccc.edu</p> | <p>Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:</p> <p style="text-align: center;">November 27, 2009</p> <p>Mail all documents to: Human Resources Office P.O. Box 609 Perkinston, MS 39573 E-mail: human.resources@mgccc.edu</p> |
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Job Listing Web Address: www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.