



ACADEMIC AFFAIRS
WALKER CENTER FOR ACADEMIC EXCELLENCE

- TITLE:** Paraprofessional and Professional Tutors: Medical Coding
- DUTIES:** Provides tutoring services by assisting students with assigned work in a one-on-one and/or group tutoring setting. Responsible for determining student needs as displayed by strengths and weaknesses; and determining appropriate strategies to maximize student learning, success, and independence.
- REQUIRED:** Associate's Degree (or equivalent experience) required for Paraprofessional Tutor; Bachelor's Degree (or equivalent experience) required for Professional Tutor. Experience with inpatient (ICD-10-CM/PCS) and/or outpatient/physician (ICD-10-CM, CPT, HCPCS) coding; 3 years coding specific AHIMA or AAPC credential required. Some tutoring/training experience preferred. Demonstrated level of competency in area of tutoring. Ability to effectively communicate and convey information to students. High degree of professionalism and confidentiality. Proficiency with Microsoft Office Suite.
- STATUS:** Temporary Part-Time. Vacancies are based upon enrollment and/or the needs of our students.
- HOURS:** Hours may vary to include day, evening and weekend coverage and may change based upon the needs of the College.
- REPORTS TO:** Facilitator, Tutoring Services
- POSTED:** May 24, 2018. Review of candidates continues until positions are filled.
- APPLY TO:** Please submit a current resume and letter with your salary expectations to: Peirce College, The Walker Center for Academic Excellence, 1420 Pine Street Philadelphia, PA 19102 or e-mail to: wcae@peirce.edu or fax to: (215) 670-9401. Email is preferred. Only those candidates who best meet our requirements will be contacted.

Peirce College is an **Equal Opportunity Employer** and is committed to ensuring equal opportunity in all employment decisions, policies, and practices.

The College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of a person's age, sex, race, color, religion, creed, national origin, ancestry, citizenship, disability, sexual orientation, gender identity, marital status, veteran's status, military status, or membership in any other group protected under local, state, or federal law.

For questions concerning equal employment opportunity, please contact the Vice President, Human Resources/Chief Equal Opportunity Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9328). Applicants who require reasonable accommodations to participate in the interview process should contact the Chief Employee Services/Risk Management Officer, who is a member of the Human Resources Department and is available at 3R Alumni Hall (215-670-9277).