

THE SUFFOLK ACADEMY OF MEDICINE: CME Administrative Coordinator

Required Qualifications:

- Minimum of an Associate's Degree (or foreign equivalent or higher) with progressive administrative experience in Continuing Medical Education programs (CME)
- Must be proficient in MS Word and Excel
- Must possess excellent written and verbal communication skills, with the ability to proofread and edit documents as needed with strict attention to detail

Preferred Qualifications:

- A Bachelor's or Master's Degree
- Experience in an academic or medical setting
- Experience in Grant Proposals
- Some experience with InDesign, Photoshop, Illustrator

Brief Description of Duties:

The CME Administrative Coordinator will maintain, monitor, and grow CME programs and perform regular administrative tasks as required.

This position reports directly to the Executive Director and the CME chair.

Candidate must be able to:

- Work independently and coordinate all administrative functions related to support of educational activities, including planning and accreditation, review and approval of accreditation applications, publicity, preparation of reports and presentations, coordination and scheduling of meetings, and development of materials, and compliance monitoring
- Understand the requirements and guidelines set forth by the Accrediting Council of Continuing Medical Education (ACGME)
- Regularly work with physicians, invited speakers, joint sponsors, and funders
- Research educational grant opportunities
- Monitor compliance of physicians and others with the policies of accrediting bodies, including conflict of interest
- Evaluate options and implements a solution when a problem is encountered
- Monitor financial aspects of assigned CE activities
- Assist in office duties (answer calls, open mail, copy, fax, send mail, etc.)
- Prepare, proofread, and edit documents, reports and correspondence
- Perform other duties as assigned or required

Flexible part-time hours

Islandia, NY

Start Date: Immediate

Salary: Competitive Salary with Limited Benefits

Interested, qualified candidates should respond immediately

631-851-1400

Scms2@optonline.net