UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Pharmacy/Continuing Professional Development Programming (CPDP)

DIVISION: Academic Affairs: College of Pharmacy (COP)

REPORTS TO: Assistant Dean, External Education

GRADE: 10

SUPERVISES: Support staff

BASIC FUNCTION:

Work with the Assistant Dean, External Education, to develop, promote and deliver continuing professional development programs for teaching partners, preceptors and other practitioners in pharmacy, medicine and nursing on a local, regional and national level. Assist the Dean in maintaining the accreditation of the College of Pharmacy CPDP Office, in managing the daily monetary transaction(s) of the CPDP Office, in managing the routine operational aspects of program event planning (e.g., program design, promotional materials, registration), in drafting budgets, and in finding funding opportunities. Oversee the staff of the CPDP Office, including administrative, clerical support, and student help.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and implement the schedules for CPDP events in both Rhode Island and regional venues including, but not limited to, pre-program committee meetings, venue selection and negotiation (within specifications and budget allowances).

Oversee the scheduling of selected speakers for educational programs, and be responsible for speaker logistics, including securing presentation materials for participants.

Serve as ACPE Assistant Administrator for the Office of CPDP in the College of Pharmacy, ensuring that all ACPE guidelines for program quality are met. Maintain appropriate documentation and provide required reports for interim and comprehensive self-study and continuing accreditation.

Organize and facilitate pharmaceutical manufacturer representation, sponsorship and support for CPDP programs. Renew contracts as needed. Respond to requests for co-sponsoring of CPDP programs.

Ensure that ample notification of upcoming programs is provided to alumni, faculty and other COP program participants. As necessary, coordinate announcements for the COP programs with the Alumni Center and e-services.
Identify funding sources for programs and speaker support. Pursue and obtain external funding to support CPDP programs, i.e., submit grant applications and solicit program sponsorships and support. Compile post-program expense reports and CPDP account signature authorizations.

Handle financial transactions for program registrations. Prepare drafts of budgets for CPDP programs.

Manage the CPDP Office staff and scheduling to ensure that the necessary resources for scheduled programs are in place. Hire and manage student resources to assist with needs of the office.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, presentation (e.g., power point) and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree in business or a related field; five years of event planning experience showing increasing program responsibility; demonstrated experience in managing a budget; proficiency in presenting to small and large groups; demonstrated strong interpersonal skills; demonstrated strong written and oral communication skills; ability to work independently and be self-motivated; ability to work with diverse groups; demonstrated ability to develop inter-agency relationships; willingness and ability to travel to scheduled events.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.