

Job Code: 101341
Position# : (PSA) 9915 (E)
Developed by:MS; MJK
Reviewed by:SG; DLJ
Approved by:LK
Date: 04/02; 11/07; 11/18; 03/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, AHC/Continuing Education Programs (CEP)
DIVISION: Academic Affairs (College of Pharmacy)
REPORTS TO: Coordinator, Pharmacy/Continuing Professional Development Programs
GRADE: 8
SUPERVISES: Staff; students as assigned

BASIC FUNCTION:

Facilitate the successful operation of the Academic Health Collaborative's (AHC) Office of Continuing Professional Development (CPD) Programs by performing a variety of complex activities, including assisting with the design, organization, marketing and delivery of programs, services and special events specific to continuing education for health care professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Test and evaluate the effectiveness of the existing programs' content and services, making recommendations for modifications as necessary to ensure achievement of goals and objectives, and assist in implementing such modifications.

Pursue and obtain external funding (e.g., medical educational grants) to support continuing education programs.

Create brochures for each program, and coordinate the mailings of brochures for healthcare conferences throughout the year.

Create conference registration forms and assist with registration functions. Act as liaison between conference hotel personnel and registrants. Assist with program management of educational conferences that include out-of-town and weekend/evening venues.

Co-facilitate and co-organize vendors' exhibits on-site, and assist vendors' representatives as well as various personnel involved with special events.

Prepares monthly activities report.

Maintain calendar of events and program-related deadlines including but not limited to summary evaluation reports, accreditation reports, and marketing and promotion timelines.

Specialist, AHC/Continuing Education Programs (101341)

Page 2 of 2

Assist with the collection and reporting of data for accrediting agencies including, Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC), and other disciplines as needed.

Systemize detailed record keeping of financial and program data for each continuing education program, using Excel spreadsheets.

Arrange purchases of equipment related to the implementation of continuing education programs and the needs of the CPD.

OTHER DUTIES AND RESPONSIBILITIES:

Assist in the planning of professional networking alumni events.

Represent the Academic Health Collaborative at key programs and events as required.

Supervise students as assigned.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; Project management and social media marketing; Valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of progressively responsible administrative experience; Demonstrated experience with educational grants; Demonstrated familiarity with continuing education for health professionals; Demonstrated fiscal management experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills (i.e. Excel, PageMaker, PowerPoint, Access); Willingness to travel to off-site conferences as necessary; Must have a valid driver's license; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with conference and events planning; Demonstrated experience in marketing and adult education; Demonstrated medical education background; and, Demonstrated familiarity with accreditation processes.

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