



American Association of Hip and Knee Surgeons Education Specialist

THE ORGANIZATION

The American Association of Hip and Knee Surgeons (AAHKS) is a national orthopaedic surgery specialty society located in the Chicago suburb of Rosemont, Illinois. The association shares office space in the Orthopaedic Headquarters with other national medical/surgical specialty societies. Established in 1991, AAHKS provides leadership in advocacy, education, research and outreach aimed at achieving excellence in hip and knee patient care. The organization has over 4,500 members, an annual budget of approximately \$8 million, and a staff of 10. Governed by a 12-member Board of Directors, AAHKS provides its members with legislative and public health advocacy, newsletters, the *Journal of Arthroplasty* (JOA), Annual and Spring Meetings, and other CME opportunities. The Annual Meeting, held in the fall, addresses a broad array of scientific topics, such as implant design, results, surgical techniques and complications of primary and revision total joint arthroplasty (TJA), as well as the latest information available on socioeconomic issues affecting the specialty.

Position Summary

The Education Specialist is responsible for coordinating and supporting in-person and virtual education programs, managing the Fellowship Match Program and Oversight and FOCAL Committees, and maintains online platforms (member database, learning management system, and mobile app). Other general support duties as assigned.

Position Responsibilities

Education Support

- Create and format meeting/course agenda documents for print and electronic publication.
- Assist with monitoring communication with abstract submitters, presenters/faculty and reviewers to collect meeting/course materials.
- Assist with collecting and documenting disclosure information, mitigation of conflicts of interest, and other documentation pertinent to CME accreditation compliance per ACCME guidelines.
- Manage the Fellowship Grant Application process including, but not limited to, communicating with Fellowship Directors/Coordinators, tracking and submitting applications to reviewers, as well as collecting and tracking paperwork related to the application process.
- Assist with setting up online courses/virtual events in the Learning Management System (LMS).
- Collaborate with Communications and Marketing staff to populate content for program books, websites, and mobile app.

Committee Management

Fellowship Match Oversight Committee Liaison

- Organize and process fellowship match program renewals/applications in accordance with the established policies and timeline; manage payments for participation fees.
- Update program information (positions, timeline, results, FAQs) in the database and on the website (www.AAHKS.org/The-Match).
- Serve as the main contact for all fellowship program- and Match-related questions.
- Periodically (every 3 months) organize a meeting for the Committee to discuss timely, program-related issues.
- Send monthly emails to fellowship programs with updates and reminders about the Match.

Fellows Orthopaedic Continued AAHKS Learning (FOCAL) Committee Liaison

- Work with the Chair to schedule and coordinate FOCAL webinars (last Monday of each month).
- Coordinate marketing efforts to promote webinars, including sending direct emails to all residents and fellows (twice a month).
- Serve as the main contact for fellow/senior resident education-related inquiries related to FOCAL.
- Manage the *Journal of Arthroplasty* (JOA) Mentor/Mentee Program with the JOA Peer Review Editor.
- Manage FOCAL Fellowship Curriculum webpage (www.AAHKS.org/FOCAL-Fellowship-Curriculum).

Database Management

- Manage the LMS.
- Manage the mobile app.
- Perform quarterly data/CME record audit and cleanup in collaboration with other staff members and across databases.

General Support

- Coordinate with and provide updates to the Senior Director of Education and Science regularly on the progress of current education projects/courses.
- Assist with the management of shared mailboxes, either answering or forwarding inquiries to other staff or leadership as appropriate.
- Periodically review AAHKS website (main pages and meeting pages) for broken links and expired deadlines; coordinate with staff responsible for the content.
- Other general support duties as assigned.

Position Requirements:

- Bachelor's Degree required, preferably in business, communication or a related area.
- 3+ years of experience in a complex, member service-oriented medical association. CME experience preferred.
- Proficiency in Microsoft Office Suite.
- Experience with learning management systems and association management software preferred.
- Knowledge of mobile app content management.
- Attention to detail and ability to work independently.
- Strong project management skills, including demonstrated ability to organize diverse types of work, shift gears quickly and adapt to changing priorities and competing deadlines.
- Sound judgment and proven ability to resolve complex issues quickly and calmly through critical-thinking, analytical problem-solving, collaboration and tact.
- Demonstrated ability to earn the trust, respect and confidence of senior level executives, staff and volunteer leaders. Ability to establish and maintain effective working relationships.
- Polished and professional demeanor that projects the premier image of AAHKS; demonstrates diplomacy in dealing with people at all levels.
- Clear, concise and consistent communication – both oral and written.
- Travel 8-10 days per year including an extended period during the Annual Meeting.
- Average of 3-4 remote/virtual evening meetings or webinars per month.

Search Process:

AAHKS offers a competitive salary and comprehensive benefits that include paid time off, medical, dental, short-term disability, life insurance and retirement plans. (**AAHKS pays 100% of the premium for individual and family health coverage.**) This search is being conducted by Tuft & Associates. To apply, please forward your resume electronically with cover letter in confidence to: Mary McMahon, Associate, Tuft & Associates, c/o cbabjak@tuftassoc.com; phone 312-642-8889.

June, 2022