

## **CME Administrator Chicago, IL**

To be part of the AMA is to be part of our Mission to promote the art and science of medicine and the betterment of public health. Join the AMA team that is dedicated to the betterment of public health as a CME Administrator in Strategy – Health & Science. As part of the team, you will administer the AMA's CME program to ensure educational activities are in compliance with Accreditation Council for Continuing Medical Education (ACCME) criteria. Utilize program management, coordination, communication, and documentation skills to maintain the AMA's status as an accredited CME provider. Maintain the AMA's status as a sponsor in the American Board of Medical Specialties (ABMS) Multi-Specialty Portfolio Program for Maintenance of Certification (MOC). Provide expertise and guidance to AMA's CME Program Committee and support the execution of all committee deliverables. Oversee CME activity file system. Provide consultation and compliance assurance for the Education Center. Analyze, evaluate and recommend improvements to educational content.

### **Other Responsibilities will include:**

- Administer the documentation and approval process for each CME activity produced by the AMA to ensure compliance with ACCME criteria and/or ABMS requirements. Provide subject matter expertise regarding ACCME criteria and ABMS requirements for AMA staff that produce educational activities in pursuit of CME credit designation and/or MOC eligibility.
- Provide administrative support to AMA CME Program Committee; draft and distribute meeting materials in a timely manner; develop and conduct orientation for new committee members.
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### **REQUIREMENTS:**

- Bachelor's degree in adult education, health professions education, or related field preferred. Experience with online education a plus.
- Minimum 3-5 years' experience in continuing medical education (CME) required. Experience with maintenance of certification (MOC) required. Thorough knowledge of Accreditation Council for CME (ACCME) and AMA PRA standards and guidelines is required.
- Minimum 2 years' professional experience in project coordination and management, planning and execution or equivalent skills.
- Demonstrated ability to effectively manage concurrent projects and achieve project deliverables with a strong track record of high quality and on time completion.
- Demonstrated ability to apply adult learning principles, especially in the areas of needs assessment, program content development, and managing program planning committees.
- Demonstrated ability to acquire, document, analyze, and transmit program data.

- Highly organized, efficient and detail oriented; strong analytical and critical thinking skills required.
- Strong written and verbal communication skills; to communicate internally across the organization and with external stakeholders.
- Demonstrated ability to work in a team environment as well as to work independently as a self-motivated strong individual contributor.
- Proficiency in Microsoft Office suite of products (Word, Excel, PowerPoint, SharePoint, and Outlook). Familiarity with Adobe, In Design, Captivate, and learning management systems is highly desirable; willingness to learn.
- Minimal travel required.

The AMA offers competitive salaries, including an incentive plan; excellent benefits and progressive technology. Our office is a business casual environment and we respect work-life balance. Please apply at <https://ama-assn.csod.com/ats/careersite/jobdetails.aspx?site=2&c=ama-assn&id=696>. The American Medical Association is located at 330 N. Wabash Avenue, Chicago, IL 60611 and is convenient to all public transportation in Chicago.

We are an equal opportunity employer, committed to diversity in our workforce. All qualified applicants will receive consideration for employment. As an EOE/AA employer, the American Medical Association will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identity and veteran or disability status.

**THE AMA IS COMMITTED TO IMPROVING THE HEALTH OF THE NATION**