

Physician Services/CME Specialist Position Available at Rush Copley Medical Center, Aurora

Rush Copley Medical Center is looking for a full time Physician Services/CME Specialist to coordinate CME activities and library services and provide ongoing support to the Physician Services Department on behalf of the medical staff.

Position Requirements:

- B.A. or B.S. degree.
- Proficiency in Microsoft Word, PowerPoint and Excel.
- High level of verbal and written communication skills with strong organizational and time management skills.
- Ability to work independently, with critical thinking, follow through and the ability to pay close attention to detail.
- Ability to focus and perform well under pressure, prioritize, meet deadlines and maintain confidentiality.
- Ability to manage multiple projects, while staying organized, and being able to respond in a timely manner to multiple incoming priorities and requests.
- Strong customer service skills with the ability to interact effectively with all levels of staff, faculty, administration and external business associates.
- Previous CME experience and knowledge of ACCME criteria and policies and AMA policies related to continuing medical education a plus.

This position offers a competitive salary and outstanding benefits package. Contact Mandy Bolander at abolander@rushcopley.com for more information.