Continuing Education Programs Manager



When you’re the best, we’re the best. We instill an environment where employees feel engaged, satisfied and able to contribute their unique skills and talents. We provide extensive opportunities for personal and professional development, building both employee competence and organizational capability to fuel exceptional performance now and in the future.

**Summary:**

In this role, you will work collaboratively with key personnel to follow and implement current Vizient Continuing Education (CE) processes and ensure that all necessary continuing education documents/documentation and data entry elements are collected, thoroughly reviewed, validated, and entered in the CE system. You will also provide excellent customer service for both internal and external CE program customers.

**Responsibilities:**

* Administer all aspects of the Vizient *Request for CE* process.
* Ensure full compliance, by all participants, with Joint Accreditation for Interprofessional Continuing Education regulations, standards, and guidelines.
* Educate, train and guide course directors through the Vizient CE process.
* Assist course directors with assessment of faculty for conflicts of interest.
* Provide support to all CE program participants to ensure presentations and related course work are fair and balanced and in compliance with accreditation regulations and Vizient standards.
* Coordinate the collection of required documents including CE accreditation planning documents, speaker bios, financial disclosures, meeting agendas, presentation slide decks, course and speaker evaluations, and evaluation summary reports.
* Compile CE program data for analysis and program and performance improvement.
* Collaborate with team members and others to review, proofread and edit course documents for optimal clarity, comprehension, and readability.
* Ensure a collaborative and customer-focused experience for all CE program participants.

**Qualifications:**

* Relevant degree preferred.
* Certified Healthcare CPD Professional (CHCP) a plus.
* 2 or more years of relevant experience required.
* Work experience in Continuing Education required.
* A passion for high-quality work with critical thinking and a service-oriented, attention-to-detail mindset.
* Able to successfully manage multiple projects simultaneously in a high-volume work environment, and provide courteous, timely and flexible customer service.
* Proficient in Microsoft Office Suite including intermediate proficiency with Excel.
* Previous experience working with CE systems, event registration, and CRM tools strongly preferred. EthosCE experience is a plus.

This position is also incentive eligible.

* Chicago, IL, Office Location
* Dallas, TX, Office Location
* Virtual

Vizient has a comprehensive benefits plan! Please view our benefits here:

<http://www.vizientinc.com/about-us/careers>

**Equal Opportunity Employer: Females/Minorities/Veterans/Individuals with Disabilities**

The Company is committed to equal employment opportunity to all employees and applicants without regard to race, religion, color, gender identity, ethnicity, age, national origin, sexual orientation, disability status, veteran status or any other category protected by applicable law.

To apply for the position, please go to: [Careers - Workday (myworkdayjobs.com)](https://vizient.wd1.myworkdayjobs.com/en-US/Vizient_Careers/job/Irving-TX-75062-Vizient-Corporate-HQ/Continuing-Education-Programs-Manager_18108R)