



Opportunity Description Continuing Education Assistant

Suburban Health Organization is a physician and hospital network serving central Indiana. We seek a part-time Continuing Education Assistant to join our team.

The Continuing Education Assistant will execute collaboration strategies and initiatives and support ongoing efforts to deliver continuing education programs to the SHO hospitals and their clinical staff. The successful candidate will assist with the development of marketing materials, creation of regular updates to key stakeholders, and conduct activity tracking. The ability to multi-task and work in a multiple project environment is a key element of this role.

Primary responsibilities include:

- Assisting in the collection of documents for continuing education (CE) activities.
- Entering data into the CME Web Tracker.
- Summarizing CE activity evaluations and annual evaluation summaries.
- Writing articles for the CME Website and monitor the website monthly to identify changes needed.
- Assisting with CE meeting preparation, including but not limited to, printing/collating meeting materials, monitoring meeting attendance, setting up/tearing down meeting rooms and refreshments, etc.
- Auditing CE activities, when assigned.
- Assisting with recording CE activities and editing recordings.
- Running participant transcripts and certificates, as requested.
- Attending trainings and meetings, as assigned.
- Completing meeting minutes.
- Assisting with the identification of professional practice gaps and educational needs, development of objectives, and measuring outcomes, etc.

Qualified candidate will possess:

- Excellent communication skills both written and oral, with the ability to communicate with diverse leadership levels
- Strong analytical and problem solving skills
- Strong work ethic and demonstrated history of ownership and accountability for work
- Ability to work independently and be an effective team player

This is a part-time position with a flexible schedule, up to 28 hours each week.

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to jobs@suburbanhealth.com.