

Opportunity Description
Continuing Education and Operations Assistant

Suburban Health Organization (SHO) is comprised of twelve community-based Indiana hospitals working together to improve access to the highest quality healthcare possible. Incorporated in 1994, SHO serves its partners by providing a collaborative forum to facilitate desired integrations and outcomes, while allowing care to remain local and preserving deep-rooted ties to hospital communities. For more than 25 years, this synergetic group has created value by forming shared services, leveraging their combined purchasing power, sharing best practices, and founding innovative solutions to some of healthcare's biggest challenges. We seek a full-time Continuing Education and Operations Assistant to join our team.

The Continuing Education and Operations Assistant will execute collaboration strategies and initiatives, as well as 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 facilitation of activity tracking. The ability to multi-task and work in a multiple project environment is a key element of this role.

Responsibilities include:

- Assisting in the collection of documents for Continuing Education (CE) activities
- Entering information into the Continuing Medical Education (CME) Web Tracker and running reports
- Summarizing CE activity evaluations and annual evaluation summaries
- Maintaining the CE website, including the development of articles for the CE website
- Assisting with CE meetings (in person and virtual), including but not limited to printing/collating meeting materials, monitoring meeting attendance, setting up/tearing down meeting rooms and refreshments, assisting with virtual meetings, etc.
- Auditing CE activities, when assigned
- Assisting with the development of Enduring Materials, including recording presentations, editing recordings, developing Survey Monkey evaluations, etc.
- Responding to participant requests, as appropriate, including running certificates and transcripts
- Attending trainings and meetings, as assigned
- Completing CE and Education Taskforce meeting minutes
- Ensuring CE documents/activity files are saved in Microsoft Teams and kept current
- Supporting operational activities as assigned, including but not limited to Provider Recruitment, Affinity Groups, and system applications

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

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to jobs@suburbanhealth.com.