



Administrative Coordinator (COM Liaison)

Location: Philadelphia

PT/FT Status: Full-time

Summary of duties and responsibilities:

The National Board of Osteopathic Medical Examiners (NBOME) is seeking a COM (College of Osteopathic Medicine) Liaison Coordinator to support and develop business opportunities that maximize utilization of NBOME assessment tools by providing support for current and future NBOME products, and by assisting with and maintaining relationships with COMs.

Responsibilities:

- Primary contact with COMs related to onsite visit coordination, follow-up, and contractual relationships.
- Assist leadership with scheduling, preparation and follow-up on all issues arising during college visits.
- Responsible for long range planning and assessment of issues, detailed planning for day of event, ongoing communications with COMs and maintaining a tracking mechanism for issue resolution.
- Aggregate data to identify related trends and opportunities; balanced scorecard metrics.
- Manage aspects of contractual relationships with guidance from VPA/COO and in coordination with Client Services and Test Development including implementation processes for new products.
- Maintain database of agreements and dashboards to track status, utilization, and revenue projections.
- Function as the primary contact with COMs including Associate/Assistant Deans and Faculty related to contracts and effectively follow up on leads developed by ELT.
- Coordinate Client and Strategic Supply activities including routine business reviews.
- Support management of Bulletin of Information (BOI) updates and publication by recording all revisions.
- Support Temporary Alternate Pathway Attestation process by monitoring requests, assembling data for analysis, and confirming decisions have been communicated to candidates and COMs in a timely fashion.
- In coordination with Finance, monitor projected enrollment based on information from COMs and COCA to accurately predict utilization of various NBOME products.
- Assist with in-house logistical support for various meetings in the Philadelphia offices.
- All other duties as assigned such as participation in COM Visitation Day in Philadelphia and Chicago.

Qualifications:

- Bachelor's degree required
- 10+ yrs experience in sales support and/or contracts, 5+ yrs in a professional relations service capacity
- Background in testing, public policy, organizational behavior, customer service, strategic operating plans
- Outstanding written and oral communication skills

To Apply:

Please submit resume and letter of interest summarizing your qualifications to Human Resources by email at HRAdmin@nbome.org.

The NBOME is an equal opportunity employer. All applicants must be **legally eligible to work in the United States**.

***NBOME is an E-Verify participant**