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| The National Faculty Assistant supports the NBOME’s National Faculty (NF), enabling qualified individuals to participate in the development of NBOME Examinations, Operational, and Board Committees and Task Forces; handles basic communications with NF; processes credentials of NF applicants; and provides administrative support throughout the division as needed. |

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| LOCATION: CHICAGO OFFICE DEPARTMENT: MARKETING AND COMMUNICATIONS |
| Responsibilities:  Under direction from the Director for Clinical Skills Client Examinations & Standardized Patient Training, the National Faculty Assistant will:   * Support National Faculty and Related Initiatives: * Monitor correspondence from the National Faculty on a daily basis, responding to general members’ or prospective members’ questions in a timely, professional manner and redirecting National Faculty chair or lead communications internally * Organize communication between staff and NF, including preparation of materials * Maintain current NF information in NBOME databases and team documents * Compile data for reports as needed * Compile lists of NF members in response to activity requests * Support training for users of the NF * Perform verification for individual credentialing * Assist in researching pending NF applications and resolving discrepancies * Maintain the National Faculty cohort on the Learning Center * Monitor NF learning technology content, including identification of needed updates to existing courses * Monitor and process CME credits * Provide general assistance to division teams as needed, including monitoring correspondence, compiling information for reports, and preparing or reviewing documentation * Assist with division client communications or exams as needed * Provide support for division meetings, including communication, material preparation, assistance with accommodations or catering, and meeting minutes * Other duties as requested by supervisor or senior leadership staff   Qualifications:   * Bachelor’s degree preferred * 1-3 years’ experience administrative support * Strong database management * Credentialing experience preferred * Proficiency with Microsoft Office suite including Word, Excel, PowerPoint, Visio. * Proficiency with SharePoint or other enterprise electronic document storage and workflow management systems * Strong analytical thinking, multi-tasking, problem-solving, organizational and time management skills * Ability to work independently on multiple projects with frequent interruptions, changing priorities and meet established deadlines * Excellent attention to detail * Exceptional verbal and oral communication skills * Must work well as a member of a team with excellent public relations skills and diplomacy |

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| **POSITION STATUS: FULL-TIME REGULAR NON-EXEMPT** |

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| **To Apply:**  Please submit resume, where you heard about this position, and a letter of interest summarizing your qualifications to [HRadmin@nbome.org](mailto:HRadmin@nbome.org)  NBOME is an equal opportunity employer. All applicants must be legally eligible to work in the United States. \*NBOME is an E-Verify participant. |
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