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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.orgNBOME 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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