

Continuing Professional Development Assistant

Mid-Carolina AHEC, Inc. is a dynamic organization dedicated to advancing the standards of health professions education and training, and to promoting and investing in the development of medical education. The regional center's Continuing Professional Development (CPD) team offers nationally recognized accreditation across all health professions disciplines.

The main objective of this role is to provide administrative support to the CPD team to ensure the smooth and efficient operational processes of CPD activities. Working closely with the Finance team, the position will assist with financial processes for CPD activities including receipt of registration and recording of payments. The position will deliver high quality customer service at all times whether dealing with co-workers/constituents face-to-face, by telephone or by email/in writing.

Working closely with other members of the CPD team, the position will:

- provide excellent customer service, both external and internal
- provide administrative support to the team
- process and log registrations
- provide information to co-workers/constituents regarding CPD activities

Candidates for this position must have,

- excellent oral and written communication skills in English as well as proficient math skills
- a good working knowledge of Microsoft Office 365 (*Word, Access, Excel, and PowerPoint*) distance education delivery modalities (*WebEx*), and a good understanding of the use of the internet and email.
- ability to meet deadlines in a fast-paced quickly changing environment

Candidates will need to:

- have excellent organizational skills with effective time management
- work on a wide range of tasks demonstrating accuracy AND attention to detail
- work within a team, as well as using initiative
- have the ability to multi-task

A working knowledge of the field of education and knowledge of current issues in Continuing Professional Development are also helpful but not essential.

This is a rewarding and challenging position within the Continuing Professional Development service area at Mid-Carolina AHEC, Inc. The regional center is a forward thinking, equal opportunity employer. This position is based in Lancaster, SC.

Interested candidates should send a resume to:

Mid-Carolina AHEC, Inc.

PO Box 2049

Lancaster, SC 29721

Or by email to cplyler@comporium.net