

Family Medicine Residency Manager

Southern Regional AHEC is actively recruiting for a Family Medicine Residency Manager. The position is responsible for assisting in the administration of the residency program as outlined by the Accreditation Council of Graduate Medicine Education (ACGME). Provides direct administrative support to the Program Director for the ACGME residency program with Osteopathic Recognition and provides coordination of education and regulatory activities between residents, faculty, preceptors, students and all institutional and regulatory administration. Minimum of three years' administrative experience within medical or academic environment. Bachelor's degree required but may be waived for exceptional qualifications. Proven managerial and supervisory experience with strong organizational and planning skills. Must have demonstrated ability with database management and residency management software systems. Excellent customer service and communication skills. EOE.

All Southern Regional AHEC employees must be vaccinated unless approved for medical/disability or religious exemption as determined by SR-AHEC consistent with applicable laws. As a condition of employment, new hires must receive the first dose of the COVID-19 vaccine prior to their first day of employment and must obtain the second dose within 30 days of the first dose. Written proof of the first dose must be presented to Human Resources on the employee's first day of employment. Appropriate documentation of medical/disability or religious exemption must be submitted to Human Resources once an offer of employment is made.

To apply email resume, along with 3 professional references to:
Human Resources Department
Southern Regional AHEC
Email: jobs@sr-ahec.org
Subject: Family Medicine Residency Manager

To learn more about us, please visit our website at: <http://www.southernregionalahec.org>