Student Worker - School of Medicine, Continuing Education

Description

The mission of Tufts University School of Medicine Office of Continuing Education (TUSM OCE) is to enhance clinician knowledge and competence, improve clinician performance, and promote lifelong learning for Tufts-affiliated physicians, nurses, and other health practitioners, as well as local, national, and international healthcare providers. The ultimate goal of this endeavor is to improve patient outcomes.

TUSM OCE fulfills its mission by providing different types of continuing education activities to healthcare professionals (live meetings, online courses, Regularly Scheduled Series at affiliated hospitals, etc.). TUSM OCE is accredited by The Accreditation Council for Continuing Medical Education (ACCME) to provide credits to physicians, and The American Nurses Credentialing Center (ANCC) to provide contact hours for nurses for attending our certified activities.

Student Workers provide administrative support primarily focused on data entry and monitoring of documentation required for our 120+ Regularly Scheduled Series (weekly or monthly meetings held at our affiliated hospitals). Monitoring includes reviewing documentation submitted via Box and corresponding with hospital contacts regarding any missing/non-compliant documentation.

Hours:

- Up to 15 hours/week
- Flexible schedule: any days/times Monday - Friday between 9:00am and 5:00pm

Basic Qualifications:

- Proficiency in Microsoft Office suite, including Excel and Acrobat Pro
- Strong organizational and interpersonal skills
- Strong attention to detail