



Office of Continuing Medical Education
Brown University, Division of Biology &
Medicine
Providence, RI 02912

Job Title:	CME Coordinator	Department:	Office of Continuing Medical Education
Effective Date:	July 2022	Status:	Non-exempt

Job Summary:

The Continuing Medical Education Coordinator will develop, manage and administer a wide range of CME activities that support the professional development of health care providers. This high-profile role serves to enhance the Office of Continuing Medical Education's ability to meet its mission, increase visibility and broaden its scope of offerings. The CME Coordinator will collaborate with the CME Director, Course Directors, Planners, Faculty, and educational partners to produce live and enduring activities in compliance with the Accreditation Council for Continuing Medical Education (ACCME) accreditation standards, the American Medical Association (AMA) CME credit guidelines, other health professions continuing education accreditation requirements, and Brown CME policies. The individual in this position will liaise with other offices and programs as needed to support the professional development of providers at Brown and beyond. This is a hybrid position.

Major Responsibilities include:

- CME Compliance, content development support, and project management
- Event planning and management (live, virtual, and enduring activities)
- Activity budget monitoring

Education and Experience:

Bachelor's degree required plus 1-2 years related experience
CME experience preferred
Live and virtual event/meeting planning experience a plus

For more information and to Apply:

<https://brown.wd5.myworkdayjobs.com/staff-careers-brown/jobs?q=CME%20coordinator>