



JOB POSTING



Position Title	Academic Programs Assistant
Compensation	\$20.00 per hour
Contractor	Physician Local Education Groups
Location	Bracebridge and Huntsville
Category	1 year independent contract
Hours	20 per week with some flexibility
Competition Closing Date	When filled
Anticipated Start Date	April 8, 2019

SUMMARY:

The Academic Programs Assistant will be responsible for the organization, set up and accreditation of MAHC Physician Grand Rounds. This individual will also be responsible for the running of student academic learning events and be required to assist in duties associated with clinical education and hospital and community research.

RESPONSIBILITIES:

- Schedule, organize, and set up for Physician Grand Rounds – Bracebridge and Huntsville
- Submit accreditation applications for CME events
- Edit Grand Rounds presentations and research submissions
- Coordinate specialty clinics and academic activities
- Website maintenance
- Use multiple office software applications including word processing, database management, spreadsheets, graphics and presentation software
- Perform other related duties as assigned

QUALIFICATIONS:

Education and Experience:

- Must have access to own transportation. Travel between Bracebridge and Huntsville is required
- Candidates will have graduated from an accredited college or university from a business, or administrative program or have equivalent workplace experience
- Comfortable with technology
- Experience using Microsoft Office applications including PowerPoint
- Excellent grasp of English language and grammar
- Editing experience would be an asset
- Experience in health research, administration or hospitality would also be assets

Attributes:

- Analytical and problem solving skills
- Work independently and collaboratively as part of a team
- Work effectively under time pressures
- Innovative and creative

To apply for this position, please email your cover letter and resume as one PDF document to:

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