Programs Analyst (Analyst II)
Academy of Medical Educators, Dean's Office, School of Medicine
Job# 37478BR

The Academy of Medical Educators is a school-wide honors and service organization dedicated to promoting and rewarding teaching excellence, supporting educators, fostering curricular innovation, and encouraging research in medical education. With 87 Academy members from 20 different academic departments, our program creates an interdepartmental community of educators across the School of Medicine.

Under general supervision of the manager, this position is responsible for independently managing and coordinating significant areas of the Academy's work, serving as a project lead or as a team member. Highly developed interpersonal skills are required, as is the ability to work collaboratively, flexibly and seamlessly with other team members, within and outside the immediate unit. Areas of responsibility include: 1) faculty development administrator: manages peer mentoring program, teaching awards, and special projects; 2) communications manager: responsible for web, print and other media, including graphic design, writing, editing, programming; 3) meeting and event planner: plans and produces all special events and routine meetings ranging from 8 to 150 attendees or more; 4) provides executive assistance to Academy director and manager; and manages Academy office; 5) coordinates unit financial transactions; and 6) cross-trains on essential tasks in order to provide backup to other team members and ensure continuity.

The Analyst must independently formulate innovative solutions and creative approaches to complex administrative projects, interacting professionally with constituents and stakeholders school-wide and nationally, and collaborating closely with Academy members to implement highly visible programs and present the Academy's "public image"; and perform other duties as assigned.

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