

Looking for a part time opportunity? Here's an exciting part-time Administrative Assistant opportunity in our Ethics Requirements department with a convenient Mendota Heights location, a Monday-Friday, 10am-3pm schedule in a relaxed, yet professional environment. You would be supporting our mission of promoting high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

As the Ethics Requirements Administrative Assistant, you'll play a key role and be a first point of contact with ARRT callers requesting information about ARRT ethics requirements, develop case summaries of possible violations of the ARRT Standard of Ethics, and provide administrative support to the department.

In this role, you'll also manage the Ethics SharePoint website, report case volume and prepare for the Ethics Committee meetings.

Duties and Responsibilities

General Competencies-Administration

1. Participate in call group rotation receiving calls
2. Receive written/verbal complaints regarding possible violations of the ARRT Rules and Regulations and Standards of Ethics
3. Develop case summaries for consideration via SharePoint
4. Determine what information is needed for each possible violation and make recommendations
5. Generate letters of investigation and notification
6. Maintain Adverse Action case files
7. Open mail and pull appropriate file for updating
8. Assist with preparations for the Ethics Committee meetings
9. Assist with post-decision activities (i.e., decisions lists, web list, state notifications)
10. Maintain data entry in Ethics File Inquiry database and the case management system as needed
11. Perform other duties as assigned

Administrative Support-General

1. Scan/archive ethics files and documentation

2. Maintain monthly/yearly case numbers and Ethics File Inquiry database
3. Support Director with BOT and other meeting preparation
4. Maintain SharePoint website
5. Maintain communication with Ethics Committee

Administrative Support Miscellaneous

1. Responds to Ask ARRT questions

High school diploma or equivalent is required. Two-five years of administrative assistant experience is preferred.

Please review a [full job description](#), which includes additional information on core competencies, skills and abilities, and physical demands.

Apply Here: <http://www.Click2Apply.net/bxyg2zy6v3gp6998>

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