The American Registry of Radiologic Technologists [(ARRT)](https://www.arrt.org/pages/about/about-us) seeks a detail-oriented leader—preferably a Registered Technologist (R.T.)—to support our [mission](https://www.arrt.org/pages/about/about-us/our-mission) and to join our team as Records and Compliance Supervisor.

As the Records and Compliance Supervisor, you'll lead—and be an essential part of—the education requirements team responsible for the records administration and continuing education compliance of over 345,000 registrants. Using your business or healthcare management expertise, you'll monitor daily Records and Compliance operations, stressing the accuracy of registrants' electronic and paper data. You'll also:

* Supervise and coach staff
* Implement and maintain policies and procedures
* Serve as subject matter expert regarding records and/or compliance
* Contribute to [The ARRT Equation for Excellence](https://www.arrt.org/pages/about/about-us/equation-for-excellence)

**Key Duties and Responsibilities**

**Records Administration**

1. Maintain accurate electronic and paper record data, including processing and managing account statuses.

2. Manage scanning and archival processes; coordinate scanning efforts with other ARRT departments.

3. Coordinate mass mailing communications and offsite record storage.

**Compliance Administration**

1. Lead compliance operations related to the Education Requirements for obtaining and maintaining ARRT certification and registration.

2. Oversee audit processes of submitted documentation for authenticity, content relevancy, and policy compliance.

3. Implement, maintain, and assist with communicating policies and procedures regarding compliance with education requirements.

**Communications**

1. Communicate effectively with external and internal customers on records and compliance topics, both verbally and in writing.

**General Supervisory Responsibilities**

1. Determine and monitor work responsibilities.

Minimal travel is required (less than 10%). Represent Education Requirements division/ARRT at national conferences, seminars, and internal organization meetings.

**Education**

Bachelor's degree is required.

Degree in Business Management, Healthcare Administration, or Education is preferred.

**Experience**

2-3 years of supervisory experience is required.

**Certifications & Licensures**

Certified and Registered Radiologic Technologist (ARRT) is preferred.

**Skills and Abilities**

**Adaptable:** Adaptable to changing needs of the position, department or organization.

**Attention to Detail:** Thorough in accomplishing a task focusing on all the areas involved, no matter how large or small. Monitors and checks work or information and plans and organizes time and resources efficiently.

**Computer skills-Intermediate:** Skill in the use of mainframe databases, personal computers, Microsoft Office and related software applications.

**Decision Making:** Identifying options, gathering information about their suitability, taking into account conflicting priorities and constraints, then using this information systematically in choosing the optimum course of action. Knowing what to do based on the information available. Responding quickly and effectively.

**Documentation:** Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of operations.

**Job-Focused Learning:** Demonstrates desire to acquire necessary technical knowledge, skills, and judgment to accomplish a result or to serve a customer's needs effectively. Has desire and drive to acquire knowledge and skills necessary to perform the job more effectively.

**Multi-Task:** Performs multiple tasks at one time.

**Problem Solving/Analytical Thinking:** Builds a logical approach to address problems or opportunities or manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Undertakes a complex task by breaking it down into manageable parts in a systematic, detailed way. Anticipates the consequences of situations. Thinks of several possible explanations or alternatives for situations.

**Proofreading/editing skills:** Requires solid knowledge of appropriate spelling, punctuation, and grammar usage.

**Reliable:** Reports to work on time as scheduled.

**Understand and Follow Procedures:** Ability to understand and follow instructions and written procedures.

Demonstrated detail orientation, change management, project management, and strong leadership skills are preferred.

Review a [**full job description,**](https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/10796829-1875-480b-a9ad-da36996c184a/records-and-compliance-supervisor.pdf) which includes additional information on core competencies and physical demands. This fulltime position is located onsite at our office in St. Paul, Minnesota. Visit [www.arrt.org](http://www.arrt.org/) for more information.

Apply Here: <https://www.click2apply.net/1wnddkhVW1XVcAXMsM72w>

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