

The Registered Technologist (R.T.) in the Continuing Education Partner Recognition Administrator (CEPRA) role will serve as a point of contact for Continuing Education (CE) partners (i.e., CE Approvers, CE Trackers, and CE Transferors).

**Duties and Responsibilities:**

**Continuing Education Partners**

1. Serve as a point of contact for CE Partners
2. Monitor transferred CE completion data received from CE Transferors
3. Investigate issues reported by CE Partners and work with Director of Education Requirements for resolution
4. Maintain and elevate working relationships with the CE Partners
5. Assist with coordinating the CE Consensus meeting hosted by ARRT

**Continuing Education (CE)**

1. Administrate the CE Approver, Tracker, and Transferor recognition process
2. Serve as a liaison between CE Partners and IT to establish CE transfer capabilities
3. Conduct audits of CE Partners to ensure compliance with ARRT CE requirements for CE Sponsors, CE Trackers, and CE Transferors
4. Serve as the administrator of the CE Consensus SharePoint Site
5. Assist with processes with CE Sponsors as needed
6. Assist with processes with CE Approvers, CE Trackers, and CE Transferors as needed

**Quality Improvement**

1. Communicate and collaborate with other staff members to develop a culture of continuous quality improvement
2. Effectively work independently and in a team environment
3. Remain up to date with Education Requirements department and CE Partners policies and procedures

**Miscellaneous**

1. Assist other departments with projects as approved by Director of Education Requirements
2. Participate in and/or lead meetings with staff and CE Partners

3. Perform other duties as assigned

**Minimum Requirements:**

**EDUCATION**

Associate degree is required

Bachelor's degree is preferred

**EXPERIENCE**

4-7 years of experience of Radiologic Technologist experience is preferred

4-7 years of experience of quality, auditing, or investigative experience is preferred

**CERTIFICATIONS & LICENSES**

ARRT certification and registration is required

**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**

Utilizes Microsoft Office, and related software applications at an intermediate level.

**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.

**Ethics and Confidentiality**

Extremely high level of ethics and confidentiality.

**Industry trending/Forward-thinking**

Is open-minded, keeps abreast of industry innovations, proactively considers and recommends appropriate actions.

**Innovative/Forward-thinking**

Is open-minded, keeps abreast of appropriate innovations in healthcare, certification and registration, and marketing and communications practices. Proactively considers appropriate new ideas and advocates for integration into communications.

**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.

**Planning and Organizing**

Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities and timetables to achieve maximum productivity. Develops or uses systems to organize and keep track of information. Sets priorities with an appropriate sense of what is most important. Plans with an appropriate and realistic sense of the time and demand involved. Creates action plans for achieving performance expectations.

**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.

**Systems Thinking**

Ability to see the bigger picture of the inter-connectedness between leadership, strategies, external target audiences, and internal operations to facilitate success.

**Understand and Follow Procedures**

Ability to understand and follow oral and written procedures.

Review a full [job description](#), which includes additional information on core competencies and physical demands. This position is located onsite at our office in St. Paul, Minnesota.

Apply Here: <http://www.Click2Apply.net/qx5ysnw9jtbxdrgg>