

The American Registry of Radiologic Technologists (ARRT) is seeking a Registered Technologist with experience in education to join our team as a Credit Distribution Agent (CDA). This full time position is in our Education Requirements Department.

As Credit Distribution Agent, you'll be an important part of the team that reviews continuing education (CE) activity materials. Using your technologist expertise, you'll

Assess the description and content of CE activities

Assign a credit distribution to the corresponding area on our content outline for each activity

KEY DUTIES AND RESPONSIBILITIES

Credit Distribution Assignment

Review of CE material

Assign credit distributions for continuing education (CE) materials

Electronically document credit distribution determinations

Review credit distribution disputes

Act as a subject matter expert

Quality Improvement

Help develop a quality control process for the credit distribution process

Continually identify improvements of procedural steps

Communicate quality improvement needs to leadership

Participate in the evaluation of the improved process

Educate and Coordinate

Coordinate with other ARRT staff who use our content outlines in relationship to the credit distributions

Help educate CE sponsors and educators on credit distribution

Coordinate with IT and Strategic Communications for software maintenance as needed

Coordinate with Strategic Communications for development of communications materials as needed

Miscellaneous

Assist other departments with projects as approved by the Director of Education Requirements

Participate in and/or lead meetings

Perform other duties as assigned

Minimum qualifications

Graduate of ARRT recognized education program

Associate degree in healthcare

Current ARRT certification and registration

Preferred qualifications

Bachelors degree in healthcare

Five or more years of experience in medical imaging technology or radiation therapy education, training, or instructional coordinating

General office experience

SKILLS AND ABILITIES

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

Attention to Detail: High level of attention to detail.

Computer skills-Intermediate: Utilizes Microsoft Office Suite and related software applications at an intermediate level.

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.

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.

Reliable: Reports to work on time as scheduled.

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

Review a **full job description** (<https://www.arrt.org/docs/default-source/human-resources/Credit-Distribution-Agent.pdf>), which includes additional information on core competencies and physical demands. This position is located onsite at our office in St. Paul, Minnesota. Please visit www.arrt.org for more information.

Apply Here: <http://www.Click2Apply.net/7vxw8vzjy65wymkr>

PI118002285