



<b>Job Title:</b>	Manager, Education	<b>Reports to:</b>	Director, Education and Professional Development
<b>Department/Group:</b>	Education	<b>Date posted:</b>	February 5, 2015; rev. 7/6/20; rev. 2/6/2023
<b>Location:</b>	Chicago, IL or remote	<b>Travel Required:</b>	3-4 times per year
<b>Direct Reports:</b>	None	<b>Position Type:</b>	Full Time

**Job Description**

**POSITION OVERVIEW:**

The Education Manager will provide project management and administration of all assigned AES education programs, products and activities in compliance with ACCME and other accreditation guidelines. They will manage competency-based education, contribute to assessment of educational needs, and support planning and implementation of relevant programming in response to those needs.

**ROLE AND RESPONSIBILITIES**

- Manages assigned Annual Meeting call for proposals and works with respective committees on proposal collection, review and selection process, session scheduling and faculty management.
- Manages faculty assignments and solicits, collects, and tracks required faculty participation submissions (disclosures, syllabi, handouts, slides, A/V forms, etc.) per established timelines. Follows up with session or program directors and individual faculty as needed to assure that all necessary materials are received by deadlines.
- Maintains electronic files per organizational policies and standards to comply with ACCME and other accreditation requirements. Maintains knowledge of and ensure compliance with AES policies and procedures, ACCME Essentials, Criteria, Standards and Policies, and AMA credit policies.
- Gathers and organizes necessary content (title, learning objectives, description, etc.) for the development of scientific program books and other material (print or online) to support participants and promotion of the activity. Submits content for production and assist in proofing and finalizing print and online program materials.
- Reviews post-meeting enduring materials for necessary editing of content prior to publication.
- Gathers and summarizes program evaluation results, works with senior staff to analyze results, shares results with the respective committee chairs, and contributes to development of recommendations for systematic improvements.
- Works closely with the Council on Education and its committees and task forces charged with content development.
- Serves as staff liaison to education committees as assigned.
- Provides on-site support at the Annual Meeting and other live programs as needed. Includes coordination of faculty assignments, staffing of the convention office, liaison with the AV providers supporting the faculty ready room, etc.
- Contributes to the development of reports and recommendations for the Council on Education and Board of Directors regarding continuing professional development activity.
- Participate in the annual budgeting process for areas of responsibility.
- Special projects as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Bachelor’s Degree required. Minimum five years program/project management or program production experience. Experience in medical education environment, either with a healthcare association or other medical education provider, preferred.

**PREFERRED SKILLS**

Familiarity with continuing professional development standards in medical education, including ACCME requirements. Effective written and verbal communications skills. Proficiency in Microsoft Office (Word, Excel,



Outlook). Experience with database management or management of online faculty support tools (slide review and submission, disclosure, resolution, etc.) desirable. Experience with budget management. Able to prioritize and manage assignments, respond quickly and completely to inquiries, manage multiple assignments and deadlines. Collaborative, solution-oriented approach to work. Excellent organizational, analytical and project management skills. Demonstrates a creative, pro-active, self-directed approach to projects and solution finding,

**AES VISION**

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

**AES MISSION**

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

**AES VALUES**

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.

*AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. 3 Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.*

Approved By:	Eileen Murray	Date:	February 6, 2023
Last Updated By:	Cristina Graham	Date/Time:	February 6, 2023