



ASAM American Society of
Addiction Medicine

Date: April 1, 2024
Position Title: Specialist, Accreditation
Reports To: Associate Director, Accreditation
Status: Exempt

Position Summary

The Accreditation Specialist will support the successful management of education compliance processes for ASAM's educational courses and products. This position will manage various projects and programs and work closely with the Associate Director of Accreditation and other members of the education team and the CE Committee. Candidate must demonstrate an interest in working on medical education for healthcare professionals and quickly develop a broad understanding of the ASAM education portfolio and Joint Accreditation requirements.

Responsibilities/Duties:

- Assists with monitoring necessary program elements related to accreditation.
- Contribute to the collection, analysis, and dissemination of course and program level outcomes data to inform the Evaluation Team strategic plans.
- Provide overall coordination for CME/CE administrative and education compliance processes including assisting with surveys and reports such as JA-PARS.
- Manage Joint Providership and Direct Providership application process.
- Work with external clients to provide activity deliverables such as evaluation tools and reports.
- Assist with the planning of committee meetings, preparing agendas, and be responsible for follow-up on minutes and action items.
- Provide support for team leads who develop accredited CME/CE.
- Interact with members and provide support in obtaining certificates and credits.
- Provide accurate and organized management of records for education activities.
- Undertake additional responsibilities as they emerge and are delegated.

Required Qualifications

- Bachelor's degree required
- 2-3 years of administrative experience
- High comfort level utilizing online meetings platforms (eg. Zoom, Teams), virtual learning platforms, screensharing and shared document editing
- Knowledge of basic project management techniques and customer service skills

Desired Qualifications

- Nonprofit or association experience, particularly in a healthcare professional society preferred but not required
- Accreditation and certification knowledge or experience is a plus
- Interest and experience in data management and outcomes is a plus

Skills and Abilities:

- Excellent organizational skills including setting priorities in work assignments,
- Coordinating projects, and following up on assignments with minimal direction
- Ability to efficiently handle multiple priorities in a fast-paced environment with strong attention to detail
- Good interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization
- High proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Excellent written and verbal communication

- Resourcefulness, initiative, and creativity valued
- Enthusiastic, energetic, and intellectually curious
- Team player with a positive attitude and ability to have fun with team members

To Apply:

Please submit your resume explaining your interest in this position and how your skills match at: https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6171197

Recruiting Salary Range: Commensurate with experience (with a robust benefits package)

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.



ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.