

Medical Assisting Education Review Board (MAERB)

Program Manager Position Full-Time, Non-exempt

The Medical Assisting Education Review Board (MAERB) is seeking a full-time Program Manager for its virtual office. A **required** letter of interest and a resume should be sent to Sarah R. Marino (smarino@maerb.org), the Executive Director of MAERB. Review of applications will begin immediately and continue until the position is filled.

An equal opportunity employer, MAERB (www.maerb.org) is a Committee on Accreditation under the Commission on Accreditation of Allied Health Education Programs (CAAHEP), serving approximately 360 medical assisting education programs across the country, conducting accreditation processes and training. Program Managers provide accreditation support to medical assisting education programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and interact with program personnel (program directors, deans, CEOs, faculty), board members, accreditation volunteers, the public, and other office staff.

The MAERB office is a small, cohesive office that strives for consistency, works collaboratively, and serves the educational programs and the board members. The Program Manager is a non-exempt customer service position in a virtual working environment. There is the opportunity for growth and a range of additional activities within the position, depending upon experience and qualifications.

It is a 40-hour week position, and MAERB’s office hours are from 8:00 am – 4:30 pm EASTERN. The current employees are in Michigan, Florida, and Illinois. The salary range is \$47,000 - \$53,000, commensurate with qualifications and experience. Benefits include health insurance, along with dental and vision, access to a Simple IRA Plus retirement Fund, and paid holidays and vacation time.

An Associate degree is required, while Bachelor’s degree (or higher) is preferred, from an accredited post-secondary institution.

Additional Required Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • Working knowledge of Microsoft Office and adeptness in adopting new technologies • Excellent verbal and written communication skills • Organizational skills, including a vigilant attention to details and accuracy • Ability to work independently in a deadline-focused environment • Strong analytical and problem-solving skills • Thoughtful and proactive customer service skills • Commitment to ethical behavior and safeguarding of confidential information 	<ul style="list-style-type: none"> • Knowledge about accreditation • General knowledge of health care (education and/or experience) • Knowledge of educational organizations and processes • Experience with virtual offices

Responsibilities:

- Serve as a central customer service contact, responding over the phone and by email
- Review and verify the data submitted by educational programs about their outcomes
- Review and verify proper completion of accreditation materials
- Serve as contact point between programs and accreditation volunteers
- Assist program personnel in completing required documentation/forms/letters
- Maintain the accreditation database
- Participate in department meetings for quality improvement initiatives
- Conduct mass mailings to assigned program directors, deans, and others, as requested
- Assist with workshops, peer reviewer training and special projects, as requested

In addition, the Program Manager will need to commit to MAERB's Mission Statement and abide by MAERB's Core Values.

Mission Statement:

The mission of MAERB is to further the quality of medical assisting education by upholding and applying *CAAHEP Standards and Guidelines* that are supported by the communities of interests served.

Core Values:

1. Transparency
2. Consistency
3. Accountability
4. Accessibility
5. Sustainability