The American College of Rheumatology offers a variety of medical educational activities to our members and non-members to help them stay current with scientific developments in the field of rheumatology. The content of the educational materials is contributed by scientists, researchers, physicians etc. who submit their abstracts, presentations, images etc. for consideration by the College for inclusion in the educational activities we offer. This position is accountable for managing our content submission database to ensure that submitted content follows a consistent, streamlined processes resulting in high quality medical education to our members.

Founded in 1934, the American College of Rheumatology (ACR) is a not-for-profit, professional association committed to advancing the specialty of rheumatology. Headquartered in Atlanta, GA, this medical society serves over 7,700 physicians, health professionals, and scientists worldwide who work in the medical subspecialty of rheumatology.

The College along with its interprofessional division, the Association of Rheumatology Professionals (ARP) aims to empower the professional rheumatology community by providing education, advocacy, and practice management tools. The ACR is a unique non-profit organization looking to offer its employees opportunities to exhibit their commitment to accountability, creativity, and initiative. To find out more about the ACR, please visit www.rheumatology.org.

The Rheumatology Research Foundation was founded by the ACR in 1985 as a 501(c)(3) charitable organization. The ACR and Foundation have a management agreement, whereby the ACR provides the Foundation with a variety of management services, including staffing, access to and use of computer and other equipment and appropriate space at the ACR's Executive Office.

POSITION DESCRIPTION

TITLE: Submissions Management Specialist

STATUS: Non-Exempt

LEVEL: Specialist

DIRECT SUPERVISOR: Sr. Specialist, Submission Platform Administration & Support

POSITION DESCRIPTION SUMMARY:

American College of Rheumatology provides medical educational activities to our members and non-members to help them stay current with scientific developments in the field of rheumatology that allow them to improve patient outcomes. This position works as a part of our Content Delivery team within the Education Department to manage and maintain our content submission system ensuring that content for educational activities is submitted following consistent, streamlined processes resulting in high quality medical education to our members.

DUTIES & RESPONSIBILITIES:

- Maintain submission/faculty/session management system(s)/database(s)in support of all programs involving submission of education content, abstracts, presentations, images, disclosures, and other relevant items that follow a submission process.
  - Support Sr. Specialist with site development then maintain/manage submission sites and submitter correspondence for all applicable activities (e.g. Call for Proposals, Image Competition etc.) following guidelines/guidance from Sr. Specialist.
- Maintain speaker site frameworks for required materials and correspondences and support Faculty Mgmt with administration of speaker accounts, materials tracking and correspondence.
- Manage and update key words/tagging/naming (including abstract key words)
- Assist with importing/updating speaker/session details; generate reports and distribute as requested and maintain historical reports.
- Troubleshoot and resolve issues with internal and external databases escalating to Sr. Specialist Submissions Management and/or Vendor as appropriate.

- Assist the Sr. Specialist. Submissions with the submission processes for all activities/events involving submissions (e.g.: educational content, abstracts, images, disclosures, presentations etc.) including Annual Meeting, Professional Meetings (e.g. PRSYM), (including pre-meetings, Meet-the-Professor, Workshops, Study Groups, Education Partners Program, and Image Competition as applicable) through the entire submission process/lifecycle. Duties include:
  - Assist with scheduling meetings, documenting results, developing, and documenting timelines and sending correspondence to Program Managers, Submitters and/or committee chairs and reviewers and generating status reports as requested
  - Provide input into development of timeline for calls for submissions (e.g.: Call for Proposals, Image Competition announce etc.) submission sites and submitter correspondences.
  - Provide input into development of invited speaker communication timelines and support Faculty Management with development of reports for items including speaker agreement, code of conduct, disclosures, honorarium designation, copyright agreement, bios, and syllabus.
  - Provide input/support for the dissemination of correspondence to invited speakers for required materials including speaker intent, demographics, bio, speaker agreement, disclosures, honorarium designation and syllabi.
  - Responsible for proofreading and/or reviewing syllabi and other meeting materials

- Lead for Posters and poster related activities when applicable. Duties include:
  - Management and implementation of Poster Tours
  - Management and coordination of poster hall layout, poster hall aisle, poster hall maps and board signage working with Meeting Services and/or Learning Platform Admin as appropriate dependent upon meeting format ( in person, virtual or hybrid.)

- Serve as the primary contact for questions related to submissions processes (including abstracts):
  - Document frequently asked questions for both internal and public facing knowledgebase articles for Customer Service
  - With input/drafts from others in the department, create knowledgebase articles for Customer Service related to abstracts, syllabi, and other content to cover frequently asked questions and various nuances that staff, faculty, and learners may need to know. Coordinate review/approval from program owners / delivery team members and dissemination to Customer Service.
  - Escalation point for Customer Service and other staff regarding submissions/faculty processes - responding to inquiries/tickets in a timely manner and escalating to Sr. Specialist as appropriate

- Follow established guidelines, processes and use established templates for implementation of all activities and provide feedback/recommendations to Sr. Specialist for enhancements/streamlining.
  - Assist with ensuring works, rights and permissions are properly documented and represented within ACR’s internal systems and digital educational activities following direction/guidelines established by Sr. Specialist Learning Platform Administrator and/or Sr. Specialist Submissions.
  - Maintain guideline, process, and template documentation to ensure adjustments are promptly made and documents are consistently current

- For all Educational Department Meetings (Annual Meeting, Professional Meetings, etc.) input meeting faculty/speaker/session details into database ensuring data accuracy and quality
  - Import and update faculty/speaker/session details to include copy edits, speaker contact information, keywords, tracks and CME/MOC credits based on information provided by Program Mgr/Coordinator and Faculty Mgmt.
  - Assist with Faculty Management as requested by Director, Content Delivery
- Escalate issues with internal and external databases to Submissions Mgmt or Director, Content Delivery as needed.

- For all Education Department Meetings, coordinate the collection and dissemination of speaker syllabi (110+ for annual meeting) for the entire meeting including Premeeting, Meet the Professors, and Workshops.
  - Collect, download, and create speaker syllabi files for attendee dissemination.
  - Participate in the user acceptance testing of online activity components including syllabi accessibility, credit claiming and transcripts.

- Coordinate and participate in User Acceptance Testing (UAT) for delivery of submissions/faculty system related work that involves any/all Education Department programs/products following direction/guidance from Sr. Specialist, Submissions. Duties include but not limited to:
  - Create requirements documentation to ensure submitter and faculty needs/goals/requirements are clearly defined and conveyed to delivery team(s)
  - Create test cases documented for user acceptance testing of submissions/faculty system to ensure outputs/outcomes align with goals and expectations
  - Coordinate execution of test cases / user acceptance testing with Edu Department Staff and volunteers as applicable to ensure outputs/outcomes of submissions/faculty system align with goals and expectations

- Serve as secondary Subject Matter Expert for submission/faculty/session management system as back up for Sr. Specialist, Submissions. Provide feedback/input on behalf of submissions team on vendor and platform performance as requested/required and during projects related to submissions system including participating in needs assessments for systems and vendor selection as requested/applicable.

**QUALIFICATIONS:**

- BS/BA in related discipline with five (5) years’ experience working with educational content submissions such as abstracts or MS/MA/MBA/JD with three (3) years’ experience
- Comprehensive knowledge of processes related to effectively managing submission of various types of educational content required.
- Excellent interpersonal skills with demonstrated ability to work with multi-level staff, volunteers, members, and vendors tactfully and efficiently
- Clear oral and written communication including experience communicating with internal and external teams that may involve project coordination, information sharing and resolution of problems
- Detailed-oriented and a self-starter with the ability to work independently, effectively organize and exercise judgment in prioritizing responsibilities
- Demonstrated ability to balance multiple priorities and meet deadlines
- Extensive experience with Microsoft Office programs is essential, including Excel, Internet Explorer, PowerPoint, Outlook, Word, and online databases. Experience in Google Chrome, Safari, Firefox, and JIRA or other ticketing software is preferred
- Experience with Cadmium CD software preferred

The ACR provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The ACR complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities or conducts business.

This is not a contract. The description and duties as they relate to this position are subject to change as reasonable business necessity dictates. In the event of such changes, a new job description may be created.

To apply for the position please click or copy the link below
https://www.rheumatology.org/About-Us/Careers-at-ACR