Cedars-Sinai Medical Center has an outstanding opportunity for an experienced medical education administrative program leader. The Director will have overall responsibility for management and operations of programs and services of four academic affairs departments: Graduate Medical Education; Continuing Medical Education, Medical Library, and a Training/Simulation Center. We are seeking a skilled, innovative and collaborative leader with proven experience in leading medical education while building quality and service improvement initiatives which are highly responsive to organization needs and customer expectations. The successful candidate will have extensive leadership experience overseeing medical education programs in a large academic medical center, excellent communication skills and the ability to work collegially in a matrix environment with academic leadership, directors, faculty and medical staff. Proven experience with change management and process improvement are essential.

Provide new strategic directions, implementation of business operations, accountability for quality of service, expense control, effective management of capital and human resources, and support of scholarly publications in partnership with faculty and medical leadership within the following areas:

**Graduate Medical Education (GME)**
- Directs efforts to assure compliance with Accreditation Council on Graduate Medical Education (ACGME) requirements through ongoing education and continued accreditation by leading physician program directors and program coordinators
- Directs multiple administrative activities and monitors complex GME budget, directs distribution of allocations, and assures accurate documentation for reimbursement from Medicare
- Support implementation of new strategic initiatives as defined by Cedars-Sinai Dean, Vice Dean, and Associate Dean of Medical Education.

**Continuing Medical Education (CME)**
- Heightens Medical Center's visibility and reputation regionally, nationally and internationally through the development of effective programming
- Develops business relationships with U.S. and international entities to enhance programmatic reach through live and electronic programs
- Directs large internal CME programming (including scheduled grand rounds and case conferences) consistent with medical staff educational goals.

**Multi-professional Training/Simulation Center:**
- Collaborates with faculty, nursing, and others across the organization to fulfill the mission for meeting educational needs of multiple constituencies
- Ensures maintenance of state-of-the-art 10,000 sq. ft. facility, optimal levels of service, continuous improvement of quality, and accreditation
- Liaisons with medical directors and major stakeholders through a high-level advisory committee

**Medical Library:**
- Ensures relevance of services to physicians [i.e. Faculty and Attending], residents, fellows, graduate students, nurses, employees and others who access its services each day, including more than 400,000 downloaded articles to users and the provision of other information services, accommodating more than 80,000 in-person visits annually
- Oversees acquisition of print and non-print knowledge resources to meet needs of multiple users and to assure alignment with CSHS strategic goals

Master's degree and experience in a relevant educational field is required, Ed.D. or Ph.D. preferred. Knowledge and understanding of the trends and forces shaping health care, and in particular Medical Education and its educational support services is essential. The successful candidate will have demonstrated fiscal management capabilities including effective expense reduction, utilization management, budget control and pursuit of extramural funding and revenue generation.

Cedars-Sinai Medical Center, a state-of-the-art, 958 bed tertiary acute care academic medical center is committed to excellence in compassionate patient care, biomedical research, medical and research education, and community programs to improve the lives of our patients. Pluralistic medical staff model of over 2,000 physicians, 3,000 nurses, 300 residents, 180 fellows, and over 800 medical student rotations. We offer a competitive salary and a comprehensive benefits package. Qualified candidates should send their CV's and a cover letter to: Academic.Recruiting@cshs.org

Cedars-Sinai Medical Center seeks to find, develop and retain the best clinical and research Faculty. We promote excellence through diversity and encourage all qualified applicants to apply. We are an equal opportunity/affirmative action employer M/F/Vets/Disabled