



# SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

2745 N Dallas Pkwy Ste 350, Plano, TX 75093-8730

(214) 473-8057 | (800) 229-9506 | (214) 473-8563 FAX | [sdms.org](http://sdms.org)

## POSITION TITLE

Learning/Education Manager

## POSITION SUMMARY

With over 26,000 members, the Society of Diagnostic Medical Sonography (SDMS) is the largest association of sonographers and sonography students in the world. Our success is a result of the teamwork between our talented employees and our outstanding volunteers. We value our staff and provide an exceptional benefits package.

In collaboration with a savvy team of coworkers and subject matter experts (SMEs), the Learning/Education Manager develops and delivers key learning programs to SDMS customers including online learning activities, webinars, white papers, and e-publications using Articulate Rise and other technologies and is responsible for maintaining current course content, seeing products through their life cycle, and handling customer service issues as they arise.

Our ideal candidate will have excellent writing skills and be able to creatively problem-solve, implement design solutions, and possess strong interpersonal, customer service, and organizational skills. This position requires a bachelor's degree or a combination of education and experience which demonstrates the necessary skills and abilities required for the position. Two to three years' experience with educational program design and online delivery, and experience working with SMEs and coordinating projects, events, and activities is required. Advanced written and verbal skills are required. Medical experience is not required.

## EXAMPLES OF DUTIES & RESPONSIBILITIES

*Note: The items below are examples of the types of activities performed. Other duties may be assigned.*

- Design, develop, implement, and evaluate continuing medical education and professional development activities including, but not limited to, eLearning, white papers, e-publications, and live/recorded webinars
- Recruit and coordinate with SMEs (authors, contributors, reviewers) on course topics, content development, content recording and logistics, and production of materials for eLearning, white papers, e-publications, live/recorded webinars, and other continuing medical education and professional development activities
- Coordinate with department staff to ensure continuing medical education and professional development activities are periodically reviewed and revised
- Implement learning activities within the SDMS Learning Manager System (LMS)
- Ensure compliance with internal and external continuing medical education and professional development requirements and guidelines

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- Assist with the *SDMS CME Management System*, including managing SDMS CME Provider activity applications and rosters
- Assist in reviewing, evaluating, and reporting on continuing medical education and professional development activity metrics (e.g., attendance, evaluation data, expenses/revenue, etc.)