

**AMERICAN ACADEMY OF FAMILY PHYSICIANS
POSITION OPENING ANNOUNCEMENT**

POSITION: Deputy Director (Job#12-13)
Medical Education Division

HOURS: Monday - Friday, 8:30 a.m.-5:00 p.m., and multiple weekends per year.

TRAVEL: Approximately 80 days out-of-town travel annually.

SUMMARY OF RESPONSIBILITIES:

This position assists in supervising and managing all activities and employees of the Medical Education Division, with special attention to student and resident issues.

Other duties as assigned.

REQUIREMENTS:

This position requires an M.D. degree. Must be US family medicine residency trained and certified by the American Board of Family Medicine, plus at least two years related experience. Must be a licensed US Physician and Surgeon (in good standing). Ability to create and manage budgets; to make presentations to both small and large groups, including main-stage plenary and facilitation of small groups. Sound management skills, including the capacity to create and manage budgets, and strong oral, written, and interpersonal communication skills essential. Must have familiarity with social media including blogs, information-sharing sites, listservs, and website features. Computer skills include: Novell GroupWise, Microsoft Word, Excel, PowerPoint, Adobe Acrobat and internet search engines. Physical stamina to travel and work long hours necessary.

APPLICATION:

[To express interest in this position, please click here](#)

Minorities are encouraged to apply.

EEO/AAP

We thank all respondents for their interest in AAFP.

Beginning January 1, 2014 the American Academy of Family Physicians will be a smoke free facility.