

**Administrative Director of Medical Education
Montgomery Regional Hospital
Blacksburg, Virginia**

Montgomery Regional Hospital, a Joint Commission fully accredited, 146 licensed bed facility, Level III trauma center, is seeking candidates for the position of Administrative Director of Graduate Medical Education. Montgomery Regional Hospital is a teaching/training facility affiliated with the Edward Via VA School of Osteopathic Medicine. Nestled in the mountains of Southwest VA, the Blacksburg area offers a wide range of four full seasons of outdoor activities, cultural and recreational events. The area is rich in academic campuses with a number of colleges and universities, including VA Tech University, VA College of Osteopathic Medicine, WV College of Osteopathic Medicine, Radford University and a host of others.

The Administrative Director of Medical Education is responsible for preparing & maintaining all resident and intern applicant folders, scheduling interviews, working the scramble period, preparing contracts, facilitating orientation, tracking expenses, seminar presentations, management of internal & external communications regarding the Graduate Medical Education program. The position maintains all mandatory regulatory requirements, and assists with facilitation of continued compliance, and a variety of other projects.

The successful candidate for this position will have excellent oral and written communication skills, time management skills, organizational skills, and active social engagement /interaction skills. The candidate will need to have two years of previous healthcare or higher education experience, and a minimum of a bachelor's degree in a related field. Preference will be given to candidates with a Master's degree and previous ADME . The successful candidate will require computer technology skills utilizing the various programs in the Microsoft Office Suite. A working knowledge of Kronos and Lawson would be extremely helpful.

To apply, please submit your application on line at www.mrhospital.com or contact Kristie Walker, Director of Human Resources, Montgomery Regional Hospital, 3700 South Main St, Blacksburg, VA 24060, fax 540-961-4680, or e-mail Kristie.walker@hcahealthcare.com.