**[Physician Relations & Recruitment Specialist - Network Physician Recruitment](https://careers.aappr.org/job/physician-relations-recruitment-specialist-network-physician-recruitment/66387635/%22%20%5Ct%20%22_blank)**

**UNC Health Care**

Morrisville, North Carolina, United States **(Hybrid)**

Apply Now

**Description**

Did you know UNC Health has Ranked #2 Most Trusted Healthcare Brand in the U.S.? The UNC Health brand was ranked as the **#4 healthcare brand** in the United States overall and the **#2 most trusted** healthcare brand, just after Johns Hopkins and before Mass General. Join our One-Great-Team!

**Job Description**

**Description**

**Become part of an inclusive organization with over 40,000 diverse employees, whose mission is to improve the health and well-being of the unique communities we serve.**

**Summary:**

Responsible for physician relations and recruitment activities at UNC Health Care entity.

**Responsibilities:**

**Physician Recruitment:**

1. Execute provider recruitment activities to recruit, retain and hire providers for UNC Health.
2. Perform initial interview and screening processes.
3. Develop pipeline of qualified candidates
4. Research and participate in conferences, job fairs and recruitment opportunity events.
5. Coordinate recruitment and onboarding activities with HR personnel.
6. Maintain and manage outstanding communication with provider candidates.
7. Serve as the point of contact for all provider recruitment and physician networking activities.
8. Ensure that all responsible parties are performing their assignments in the overall recruitment process.
9. Ensure that all provider candidates have a high-touch and organized experience.
10. Be be responsive to candidate and internal colleague inquiries via telephone and email.
11. Coordinate efforts so that activities align with local hospital expectations.
12. Report professional observations, candidate feedback, recruitment and retention needs, recruitment workflow optimization needs to hospital leadership and network recruitment office.
13. Document all activity, and submit monthly report to leadership.
14. Meet regularly with hospital leadership and recruitment colleagues to ensure recruitment efforts are prioritized and fully executed.

**Education Requirements:**
Bachelor’s degree in an appropriate discipline.
**Licensure/Certification Requirements:**
No licensure or certification required.
**Professional Experience Requirements:**
Requires three (3) years of relevant experience in either recruitment, physician relations, healthcare sales, pharmaceutical sales, medical sales, practice management or clinical nursing. Or equivalent combination of education and experience.
**Knowledge/Skills/and Abilities Requirements:**
INTERPERSONAL SKILLS: Develop and maintain effective relationships with medical staff, employees, patients and the public. LANGUAGE SKILLS: Ability to read, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, patients and employees, and the general public. MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Spreadsheet skills strongly preferred. REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
High level experience with medical practice management applications, Microsoft Excel, Word, Access, and Powerpoint training.

**Job Details**

Legal Employer: NCHEALTH

Entity: Shared Services

Organization Unit: Network Physician Recruitment

Work Type: Full Time or Part-Time

Standard Hours Per Week: 40

Work Schedule: Day Job

Location of Job: Morrisville, NC with Hybrid/Remote options

Exempt From Overtime: Exempt: Yes

This position is employed by NC Health (Rex Healthcare, Inc., d/b/a NC Health), a private, fully-owned subsidiary of UNC Health Care System, in a department that provides shared services to operations across UNC Health Care; except that, if you are currently a UNCHCS State employee already working in a designated shared services department, you may remain a UNCHCS State employee if selected for this job.

Qualified applicants will be considered without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

UNC Health makes reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as applicants and employees with disabilities. All interested applicants are invited to apply for career opportunities. Please email applicant.accommodations@unchealth.unc.edu if you need a reasonable accommodation to search and/or to apply for a career opportunity.

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