**Position Description**

**Physician Recruiter**

**Medical University of South Carolina**

**MUSC is growing and expanding our presence throughout South Carolina. We are looking for a highly resourceful physician recruiter to help us attract and sign hospital based services physicians (Hospitalists, Emergency physicians, anesthesiologists)**

Reporting Relationship: System Director of Physician and Provider Recruitment

**Primary Responsibilities**

Actively contribute to the success of physician and provider recruitment at MUSC, including compliance with standardized recruitment processes, protocols, procedures and timelines, including, but not limited to, the following:

* + - Successfully complete assigned physician searches from initial approval through final negotiations
		- Preparation of a comprehensive profile of the open position and practice, including challenges, barriers to successful recruitment and candidate parameters
		- Review of specialty compensation benchmarks to MUSC compensation; make recommendations as required
		- In collaboration with MUSC sourcing team, develop and implement targeted candidate acquisition strategies including budget by assigned search. Review with System Director for Physician and Provider Recruitment
		- Screen, qualify and thoroughly vet candidates using established MUSC recruiting guidelines and tools
		- Preparation and distribution of written candidate paperwork including interview notes, summaries, curriculum vitaes, references, NPDB self-query, etc.
		- Serve as primary contact for physician candidates throughout the recruitment process, including facilitation of the on-site interview for candidates and spouses, significant others, partners, etc., assistance with the offer, contract negotiations as needed

Utilize recruitment expertise to educate, consult and collaborate with physician and administrative business partners regarding the MUSC physician recruitment process, market availability of candidates, compensation, specialty trends, etc.

Maintain a departmental knowledge base that includes a comprehensive physician recruitment tool kit including MUSC Practice Profiles, specialty training programs and contact information, current compensation trends by specialty, candidate acquisition methodologies by specialty

**Support Responsibilities**

* + Communication: Maintain accurate candidate and open position files to provide immediate search information as requested; prepare recruitment summaries or other reports as requested. Participate in recruitment meetings as requested; keep the System Director of Physician and Provider Recruitment and other business partners regularly informed about search progress
	+ Quality: Perform duties per established professional and ethical standards of MUSC
	+ Professional Development: Maintain an up-to-date knowledge base of the physician recruitment marketplace including: Overall marketplace knowledge, specialty trends, compensation, etc.

**Preferred knowledge, competencies and attributes**

* + Bachelor’s degree or equivalent professional experience
	+ Preferred minimum of three years physician recruitment experience (demonstrated full life cycle experience)
	+ Excellent interpersonal skills and ability to interact effectively with physician and business partners at all levels of the organization
	+ Ability to function independently (minimal direct supervision) yet work effectively on a team
	+ Ability to multi-task and manage competing priorities and a diverse workload while achieving results in a fast-paced environment
	+ Ability to problem-solve and generate creative solutions to recruitment challenges while working effectively with physicians, administrative staff and business partners
	+ Excellent organizational, written and verbal communications skills
	+ Proficiency with Microsoft Office tools (i.e. Word, Power Point, Excel, TEAMS, etc.), internet research, data base functionality, etc.
	+ Strong customer service focus; ability to influence internal and external customers
	+ Ability to work some extended hours as needed
	+ Other duties as assigned

Please send Resumes to Amy Knox, providerrecruitment@musc.edu