



## CoAEMSP Seeks Independent Contractor to Assist with Summer & Fall 2022 Virtual Accreditation Site Visits

**Job Title:** Independent Contractor – Zoom Technical Host

**Timeframe:** mid-June – December 20, 2022

### **Purpose:**

The Zoom Technical Host enables people in the session to participate, engage easily, and enjoy the online environment. The individual has a visible, helpful, and skillful presence.

### **Job Details:**

CoAEMSP is seeking assistance to run virtual site visits to Paramedic education program in the summer and fall of 2022 (mid-June through December) with each site visit taking approximately 1.5 days (7:30 AM – 5:30 PM on day 1 and 7:30AM to 12:30 PM on day 2, local time of program). Each week will have one or two virtual site visits.

In advance of the virtual site visit, a tech check is held with the program. This tech check may be conducted by the Zoom Technical Host, depending on scheduling.

Note that CoAEMSP will have the schedule of these in April or May 2022. CoAEMSP will provide training prior to the virtual site visits.

### **Responsibilities:**

1. Serve as the site visit moderator for virtual site visits to Paramedic educational programs.
2. Provide support and information to the program and the site visit team during the virtual site visit.
3. During the virtual site visit, manage the Zoom waiting room to ensure the correct individuals are admitted to the meeting room.
4. During the virtual site visit, ensure the site visit team stays on schedule.
5. Troubleshoot connectivity issues and implement alternate plans, as necessary

### **Qualifications:**

The ideal candidate will have excellent communication, organization, and time management skills. In addition, this individual should be adept at using virtual meeting platforms (such as Zoom) to assist programs during the visit.

### **Equipment Provided:**

Zoom account

## **Equipment Required:**

Reliable Wifi  
Access free from distractions (do not facilitate from a library or coffee shop, etc.)  
Computer to run most current release of Zoom  
Microsoft Excel®  
Webcam  
Headphones / earbuds  
Smartphone

## **About CoAEMSP**

CoAEMSP, a Committee on Accreditation functioning under the auspices of the Commission on Accreditation of Allied Health Programs (CAAHEP), is an autonomous, professional organization that evaluates and makes accreditation recommendations to CAAHEP for programs in the specialized field of Paramedic.

Founded in 1978, CoAEMSP is the committee on accreditation representing Paramedic educational programs. CoAEMSP is a virtual office, with its mailing address in Rowlett, Texas.

The mission of the CoAEMSP is to advance the quality of EMS education through accreditation. The vision of CoAEMSP is to be recognized as the leader in evidence-based standards for accreditation.

By confirming these programs meet established standards and requirements, CoAEMSP serves to protect the public and students.

### ***The Critical Connection Between the CoAEMSP & CAAHEP***

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the largest programmatic accreditor in the health sciences field. CAAHEP reviews and accredits over 2100 educational programs in 32 health science occupations.

CAAHEP is comprised of the Commission and its Board of Directors. The Commission is representative of CAAHEP's community of interest member organizations, including 25 Committees on Accreditation (CoA), of which the CoAEMSP is the largest. The CAAHEP Board of Directors takes action on the Paramedic educational programs upon the recommendation of the CoAEMSP.

CoAEMSP is an equal opportunity employer. The intern will be an independent contractor. The independent contractor is responsible for fees associated with the required equipment. The pay is \$20-25 per hour.

Please read more about CoAEMSP at [www.CoAEMSP.org](http://www.CoAEMSP.org).

**Qualified candidates, please send a letter of intent and a résumé or curriculum vitae to [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org). The review of candidates will begin immediately and will continue until the position is filled on or before May 15, 2022.**