



POSITION DESCRIPTION

1. General Information

Position title	Meetings Assistant
Primary Function	Non-Exempt, 37.5 Hours
Reports to (title)	Meetings Manager
Department	Office of Scientific Meetings and Conferences
Date	05/18/2017

2. Primary Function

Provides administrative support for the management of meetings and conferences.

3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Assists Meeting Manager with assigned meeting activities including tracking event contracts and proposals; maintaining accurate and organized files; assisting with set-up instructions for meeting space and poster sessions to hotel/convention center; preparing/confirming a/v orders; obtaining quotes for meeting services equipment and preparing equipment orders; preparing personnel orders and instructions; drafting diagrams and floor plans for meeting rooms and offices; reviewing and coding invoices from convention center and hotels for payment. Creates, maintains, proofreads, and communicates written meeting specifications throughout the planning process; assists Meeting Manager with preparation of post event reports and final summaries; contacts facilities and suppliers for requested information; monitors mail, voicemail and email; and prepares required administrative reports and distributes in a timely manner. Coordinates shipments to/from meetings.	40
2	Assists with the preparation and sending of calls for abstracts, related forms, promotional emails for registration, housing reminders, etc. Prepares client correspondence and assists with client communications including speaker and attendee notifications and event related mass correspondence; assists in the review, maintenance and updates of databases and meeting websites; handles general correspondence; coordinates general information and special function sections of the program.	10

3	Administers special function activities with direction from Meetings Manager: 1) Maintains special function files, materials, records, organizers lists. 2) Assists in preparation of special function forms and instructions for organizers. 3) Responsible for data entry into database. 4) Collects food/beverage guarantees from client; provides information to hotels.	25
4	Works with Meeting Manager to prepare agenda and materials for committee meetings (program committee, meeting management committees, etc.). Attends and takes notes or minutes as appropriate for committee meetings.	10
5	Works with Registrar and Exhibits staff as appropriate in support of meetings.	10
6	Provides onsite support to meeting staff, client leadership, and attendees as appropriate.	5

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
	x	High school	MS Word and Excel	B
		Prof/technical	Organizational Skills	B
	x	College courses (Bachelor's degree preferred, or equivalent combination of education and experience)	Attention to Detail	B
		Bachelor's degree	Ability to Meet Deadlines	B
		Master's degree	Ability to Multi-task	B
	x	Other	Verbal and Written Communication Skills	B
		1-2 years of meeting experience. Scientific meeting experience preferred.	Interpersonal Skills	B



6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Updates program information on meeting website and updates website content. Compiles program/abstract book and works with printer on production. Coordinates abstract reviewing process with committees and manages speaker database.
	Give two or three examples of decisions you refer to a higher authority.	Works with program chair/abstract vendor on abstract review/programming process. Confirms quote/sign contract with vendors
	Indicate any special policies, formal procedures, or precedents that guide your work.	Society handbook when available.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Various	IT, Publications, Marketing, Mailroom, Accounting	Gives direction and instruction
	Exhibit Manager	OSMC	Obtains, provides or exchanges information
	Exhibit Coordinator	OSMC	Obtains, provides or exchanges information
	Registrar	OSMC	Obtains, provides or exchanges information
	Clients	Various	Obtains, provides or exchanges information with oversight from Meetings Manager
Vendors	Various	Obtains, provides or exchanges information with oversight from Meetings Manager	

Edit the following section as needed for your job:

8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Requires computer work involving extensive use of keyboard, mouse and monitor. Working long hours onsite at meetings.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends and evenings are possible.