

## POSITION DESCRIPTION

### 1. General Information

Position title	<b>Meetings Program Manager</b>
Status	<b>Exempt, 37.5 Hours</b>
Reports to (title)	<b>Deputy Director, Office of Scientific Meetings &amp; Conferences</b>
Department	<b>Office of Scientific Meetings &amp; Conferences</b>
Date	<b>06/25/2018</b>

### 2. Primary Function

Manages scientific meeting abstract submission process, assists with mobile app deployment and preparation of program/abstract book.
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### 3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	<b>PROJECT MANAGEMENT</b>	10
	<ul style="list-style-type: none"> <li>• Manages abstract submission processes to include abstract system development support and set up, reviewer coordination, session scheduling, and reporting for meetings ranging from 100 to 6,000 abstract submissions.</li> <li>• Develops project timelines and plans processes, adheres to and meets project deadlines, provides deliverables as specified.</li> <li>• Develops abstract submission and reviewer instructions based on client needs.</li> <li>• Works with project lead on integration of abstract/session data with mobile app and/or website; pulls and verifies accuracy of session data.</li> <li>• Stays knowledgeable in abstract management best practices and available platforms.</li> </ul>	
2	<b>VENDOR MANAGEMENT</b>	20
	<ul style="list-style-type: none"> <li>• Prepares RFPs for abstract management systems and print vendors as needed; reviews and analyzes proposals and contract terms and pricing; makes recommendations to project lead or clients as appropriate.</li> <li>• Serves as day-to-day contact with third-party abstract management software and print vendors.</li> <li>• Manages database change requests and feedback.</li> <li>• Liaises between vendor(s) and clients, internal/external teams.</li> </ul>	
3	<b>DATA MANAGEMENT</b>	35
	<ul style="list-style-type: none"> <li>• Communicates relevant information to abstract submitters as needed (e.g. incomplete submissions, abstract notifications, abstract programming information).</li> <li>• Responds to abstract submission inquiries.</li> <li>• Drafts and sends notifications of acceptance/rejection and programming to oral and poster presenters as needed.</li> <li>• Collaborates with team members in various departments and works in small and large project teams.</li> <li>• Delivers scheduled and adhoc reports to internal and external stakeholders.</li> </ul>	



4	<b>COORDINATION AND ADMINISTRATIVE</b>	30
	<ul style="list-style-type: none"> <li>Assists in the numbering of poster boards for poster sessions based on client needs.</li> <li>Coordinates the review of abstracts with various committees and/or stakeholders.</li> <li>Collects materials for development of print or online programs and addendums, and collaborates with other stakeholders for publication in journals, as needed.</li> <li>Collects front matter, general information, advertising, daily schedule from project lead for program/abstract book preparation.</li> <li>Pulls data from the system for sessions and abstracts portion of the program/abstract book; may compile all program/abstract book content and work with designer and/or printer for production.</li> <li>Tracks abstract stats and maintains historical data for reporting.</li> </ul>	
5	<b>OTHER</b>	5
	<ul style="list-style-type: none"> <li>Participates in cross department and project meetings in support of meetings.</li> <li>Provides onsite support for meetings as needed.</li> <li>Assists with other department projects as needed.</li> </ul>	

**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
N/A	0		

5. Knowledge & Skills	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> 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
	High school		Interpersonal, Team Work, Collaboration	C
	Prof/technical		Verbal and Written Communication/Public Relations, Spelling, Grammar and Editing	C
	College courses		Ability to manage multiple projects effectively	C
x	Bachelor's degree required (or equivalent combination of education and experience)		Innovation, Problem Solving, Judgement, Discretion	C
	Master's degree		Ability to Meet Deadlines & Changes	C



	x	Other	3-5 years of experience in abstract management/call for papers management	Customer Service	C
	x	Other	1-2 years of experience with scientific meetings preferred	Attention to Detail	C
	x	Other	Association experience preferred	Ability to Work Independently	
	x	Other	Experience with Mira Abstract Management Software a plus	MS Office Skills & Database Applications	C
				Organizational Skills	C
				Ease of use & understanding of technology	C
				Contract Negotiations	B
				Budget Preparation Skills	B
				Supervisory Skills	A

<b>6. Key Decisions &amp; Guidelines</b>	Give two or three examples of decisions you make or actions you may take without prior approval.	Coordination of abstracts with reviewers, work with vendors on deliverable timelines, information exchange between stakeholders
	Give two or three examples of decisions you refer to a higher authority.	Setting abstract submission deadlines; contract signature with associated client/meeting costs
	Indicate any special policies, formal procedures, or precedents that guide your work.	Abstract guidelines and policies



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)
	Company Representatives	Suppliers	Obtains, exchanges info and gives instructions.
	Staff	Financial Services	Obtains, exchanges info and gives instructions.
	Staff	Publications	Obtains, exchanges info and gives instructions.
	Staff	Societies	Obtains, exchanges info and gives instructions.
	Staff	Telecommunications	Obtains, exchanges info and gives instructions.
	Staff	Office of Production and Postal Services	Obtains, exchanges info and gives instructions.
	Staff	Abstract Submission	Obtains, exchanges info and gives instructions.
	Staff	Database Management	Obtains, exchanges info and gives instructions.
	Staff	Marketing and Social Media Development	Obtains, exchanges info and gives instructions.
	Client	Various	Obtains, exchanges info and gives instructions.

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"> <li>• Occasionally requires lifting materials of approximately 20-30 lbs.</li> <li>• Requires computer work involving extensive use of keyboard, mouse and monitor.</li> <li>• Working long hours sitting, standing, walking on site at meetings.</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>• Dayshift hours primarily.</li> <li>• Travel and other work related assignments on weekends are possible.</li> <li>• This is a demanding position requiring the ability to multi-task for multiple stakeholders; constantly shifting priorities based on stakeholder/event needs and changes; motivating and prompting teams to follow through with timely delivery of projects; adhering to timelines and meeting project deadlines.</li> </ul>