



Position Title: Education Administrative Assistant

Location: Rockville, MD

Status: Non-Exempt, 37.5 hours/week

Reports to: Senior Manager, Education and Career Development Programs

Department: Education and Membership

Date: July 2018

Primary Function:

The American Society of Human Genetics, a non-profit scientific organization that strives to advance human genetics through research, education, and advocacy, seeks an individual to provide administrative and logistical support for educational programming and functional activities. This includes coordinating workshops, webinars, committee and work group meetings, application processes, etc. This is a great opportunity for someone beginning a career to work at an exciting and growing membership society.

Major Duties & Responsibilities:

- Monitors and ensures appropriate deliverables are fulfilled for professional education activities.
- Organizes and maintains files associated with education programs.
- Develops timelines and templates for reoccurring workshops and programs.
- Provides logistical support for education programs including professional development activities.
- Coordinates applications and processes associated with education awards.
- Provides logistical support for committees and work groups.
- Logistical support for meetings: scheduling, catering, compiling and distributing meeting materials, agendas, communication, etc.
- Assists in coordinating registration and planning for trainee activities, education webinars, etc.
- Works with education staff to coordinate the design, deployment and analysis of data from meeting surveys; including general meeting surveys, workshop surveys and others as required.
- Formats and assembles education and meeting materials (e.g., binders, activity kits, name badges).

Skills and Qualifications:

The ideal candidate will be creative, resourceful, proactive, and enjoy working in a team-based environment. Judgment, flexibility, resourcefulness, and diligence are expected in all aspects of administrative support functions.

- Bachelor's degree preferred. Associate's degree with work experience will be considered.
- Experience in membership societies/non-profit scientific associations ideal.
- 1-2 years of administrative experience (or internships), including prioritizing, writing, meeting planning, etc.
- Ability to follow through on assignments/duties in a timely and complete manner.
- Ability to be self-motivated, flexible, and prioritize/handle multiple projects simultaneously.
- Attention to detail and accuracy in all assignments. Ability to efficiently coordinate and work on multiple tasks simultaneously.
- Positive attitude with a willingness to accept varied assignments.
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint).
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.

ASHG has excellent benefits, including medical, dental, 403b, flexible spending accounts, onsite fitness facility, and free parking. ASHG is located near White Flint Metro in new office space near public transportation and dining options.

For more information, please visit: www.ashg.org

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