



american physiological society

POSITION DESCRIPTION

Position title	Administrative Assistant
General description	Administrative support to Chief Engagement and Partnership Officer
Reports to (title)	Chief Engagement and Partnerships Officer (CEPO)
Department	Engagement and Partnerships (marketing, membership, communications, business development)
Date	May 1st, 2019

Major Duties and Responsibilities		
	Duty/Responsibility	Percentage of time
1	Provide overall administrative support to the Chief Engagement and Partnerships Officer (CEPO)	50
2	Manage CEPO calendar, scheduling and travel	5
3	Assist in managing email communication, written correspondence, mail, maintain files, etc.	5
4	Assist in credit card and financial management processing, assist in data entry projects as needed	5
5	Conduct basic research on partner organizations, potential funders and other ad hoc projects	5
6	Assist in meeting preparation, activities including creating agenda and invitation list, taking meeting minutes for distribution and follow up	15
7	Take lead on creating department Sharepoint site, create overall department calendar	10
9	Other duties as assigned	5

Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and the Society's needs.

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
None			



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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)	Minimum Proficiency
		High school		MS Word/ Excel, Outlook, are required. Experience in Sharepoint a plus	C
		Prof/technical		English grammar and writing skills	B
	X	College courses	Communications or business	Organizational skills	B
	X	Bachelor's degree	Communications or business	Attention to detail	B
		Master's degree		Ability to prioritize	B
	Other		Experience in Sharepoint a plus	A	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	Determination whether phone call require immediate decision(s) or if further inquiries can be made
	Give two or three examples of decisions you refer to a higher authority.	Final approval on correspondence

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Operational Guide, tutorial videos made available on Microsoft Office products
	Indicate the work that requires you to apply the greatest amount of judgment.	Handling phone calls that might be sensitive or of an emergency basis

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Trying to complete an assignment when information is lacking
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	Creating the department Sharepoint site.

APS Internal and External Relationships	Position	Department/Organization	Purpose
	Chief of Engagement	APS Executive Office	Supervisor
	Membership Services Office staff	APS Membership Svcs	Basic business interaction
	Business Office staff	APS Business Office	Basic business interaction
	Education Office staff	APS Education Office	Basic business interaction
	Publications Department staff	APS Publications	Basic business interaction
	Marketing Office staff	APS Marketing	Basic business interaction



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Working Conditions

This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:

- Occasionally requires lifting materials of approximately 20 lbs.
- Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.

Work Environment/Conditions:

- Dayshift hours primarily
- Travel and other work-related assignments on weekends is possible.