

THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS

Position Description

POSITION TITLE	REPORTS TO (POSITION)	DEPARTMENT	DATE
Science Policy Analyst (Full time)	Director of Public Policy and Government Affairs	AAI Office of Public Affairs	2/18/2020
PRIMARY FUNCTION			
<p>Assist the AAI Office of Public Affairs in fulfilling the mission of The American Association of Immunologists (AAI) by analyzing and responding to relevant policy and scientific issues affecting biomedical research; articulating AAI views on a range of issues; supporting various AAI programs and activities; and enhancing communication between AAI and its members.</p>			
MAJOR DUTIES AND RESPONSIBILITIES			Time
Identifies, analyzes, and tracks issues that may affect immunological or biomedical research (including, but not limited to, issues involving the National Institutes of Health and the Centers for Disease Control and Prevention).			25%
Researches, develops and drafts responses such as policy statements, background papers/other reports, comment letters, and testimony in consultation with members of the AAI Committee on Public Affairs (CPA) and association leadership and staff.			20%
Assists with various programs and activities of the AAI Office of Public Affairs.			15%
Represents AAI in the biomedical research advocacy community by sharing the AAI perspective and coordinating, as appropriate, with other relevant organizations.			10%
Identifies and develops content and writes issue updates and other materials for the CPA NewsBrief, AAI Newsletter, AAI website, and social media.			10%
Prepares and makes presentations for internal AAI meetings as well as at the annual meeting and other meetings within the scientific community.			10%
Assists with issues that are relevant to other AAI programs and offices; will be asked to weigh in and apply scientific expertise for other AAI events, activities, and programs.			5%
Provides analytic, technical, and other support.			5%
Other duties as assigned.			
<p>Positions may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.</p>			

<u>Supervision Received:</u>	<u>Position Titles of Direct Reports</u>	<u>No. in Position</u>
General Guidance	Director of Public Policy and Government Affairs	1
Managerial Direction	Director of Public Policy and Government Affairs	1
Direct Supervision	Director of Public Policy and Government Affairs	1
Immediate Supervision	Director of Public Policy and Government Affairs	1

PRINCIPAL WORKING RELATIONSHIPS

<u>Internal: Position</u>	<u>Department</u>	<u>Purpose</u>
Executive Director	AAI	Provide information and assist as requested
Director of Public Policy and Government Affairs	AAI	Monitor/provide information, coordinate procedures, daily interaction
Manager, Science Policy and Legislative Affairs	AAI	Monitor/provide information, coordinate procedures, daily interaction
Various other AAI programs and staff	AAI	Monitor/provide information, and coordinate responses and procedures, as needed
<u>External: Position</u>	<u>Organization</u>	<u>Purpose</u>
Members of the AAI Committee on Public Affairs Members of other AAI committees	AAI	Monitor and provide information
Members of FASEB subcommittees	FASEB	Monitor and provide information
Members and staff	Scientific societies/ other organizations	Monitor and provide information

MINIMUM QUALIFICATIONS

<u>Education Level</u>	<u>Additional Skills</u>	<u>Level</u>
Ph.D. in immunology or related field; postdoctoral research experience and publications record required	Attention to detail	Excellent
	Ability to meet deadlines	Excellent
	Writing and computer Skills	Excellent
<u>Required Skills</u>	Oral & written communication skills	Excellent
Excellent analytical skills	Organizational skills	Excellent
Excellent written and verbal skills, including ability to communicate scientific information to non-scientists	MS Word	Proficient
Excellent speaking and presentation skills	MS Excel	Proficient
	Adobe Acrobat	Proficient
	PowerPoint	Proficient
<u>Experience</u>		
Proficient in use of social media (Facebook, LinkedIn, Twitter) preferred		
Management of social media platforms a plus but not required		
<u>Additional requirements</u>		
Ability to establish and maintain effective working relationship with colleagues and superiors		
Ability to deal tactfully and diplomatically with colleagues, members, and the advocacy community		
Demonstrated interest in science policy		

COMPLETED BY: Name _____ Position _____ Date _____
APPROVED BY: Name _____ Position _____ Date _____