

THE AMERICAN ASSOCIATION OF IMMUNOLOGISTS

Position Description

POSITION TITLE	STATUS	REPORTS TO (POSITION)	DEPARTMENT	DATE
Manager of Educational and Career Development Programs	Exempt	Director of Educational and Career Development	Educational and Career Development	January 10, 2020

PRIMARY FUNCTION

Responsible for administering directly, or assisting the Director of Educational and Career Development, with all activities related to the Educational, Career, and Awards activities of the AAI. This includes the AAI awards programs, fellowship programs, travel grant programs, courses, high school teachers program, and special sessions and symposia at the AAI annual meeting. Interacts with AAI membership and staff from other organizations in support of these activities.

MAJOR DUTIES AND RESPONSIBILITIES

Awards Programs

- Responsible for the successful execution of the AAI Careers in Immunology Fellowships, AAI Fellowships for Career Reentry, AAI Intersect Fellowships for Computational Scientists and Immunologists, AAI Travel for Techniques Awards, and AAI Outreach Program including budget development, solicitation of applications, organization of review committees, timelines and execution of reviews, and final awards or support announcements
- Assists the Director of Educational and Career Development with other AAI awards programs (e.g., AAI Career Awards, AAI Travel Awards & Grants) as needed
- Manages all aspects of the awards process, from budget development to launch to award presentation
- Assists the Director of Communications with writing awardee profiles for the AAI Newsletter and annual meeting guide
- Assists Director with any other writing such as introductions for the AAI President and Executive Director to use for presentations of awards and programs at the annual meeting and elsewhere as needed
- Acts as staff liaison to AAI committees as assigned
- Works with senior staff to identify, propose, and develop new awards

Educational and Career Development Programs

- Administers or assists with administration of various AAI career and educational programs, including the Introductory and Advanced Courses in Immunology, the Course in Big Data Analysis in Immunology, the High School Teachers Summer Research Program in Immunology, the Grant Review for Immunologists Program, and the Career Advisory Board
- Develops and plans career development sessions and services at the AAI annual meeting
- Works with the professional education, training and career development community, and remains apprised of emerging issues and opportunities. This community includes but is not limited to the NIH, NSF, NPA, HHMI, NAS, AWIS, FASEB, private associations, and other related professional associations.
- Assists the Director of Communications with articles for the AAI Newsletter on AAI career programs and/or issues in science education and career development today

General

- Maintains accurate databases, spreadsheets, and files for all programs
- Works with the Director of Finance on developing program budgets
- Works with the Director of Communications on all aspects of program promotion (print, email, and web)
- Responsible for grant applications to sponsor companies and organizations for event and programmatic support including reporting requirements at the conclusion of funding
- Assists Exhibits and Sponsorship Sales Manager with technical aspects of identifying, categorizing, and editing materials from/for prospective or current exhibitors at the AAI annual meeting
- Assists Membership staff by writing letters in support of AAI member US immigration/visa applications
- Responsible for program content on the AAI web site and the AAI social media accounts
- Represents AAI at FASEB-related education/training meetings as well as national immunology and education meetings
- Prepares summaries of programs for any required reports to Council or committees
- Reviews speaker/award reimbursement requests and invoices from suppliers to ensure accuracy and submits them for payment as appropriate
- Handles related phone, mail and general email inquiries
- Apprises Executive Director and Director of Finance of the status of programs; prepares for meetings to assess success and impact of existing programs and prepares comprehensive proposals for new programs

Other Duties as Assigned

Positions may be reassigned, and responsibilities may be modified, added to, or changed at any time to fulfill organizational requirements.

REPORTING RELATIONSHIPS

Supervision Received: <input checked="" type="checkbox"/> General Guidance <input type="checkbox"/> Managerial Direction <input type="checkbox"/> Direct Supervision <input type="checkbox"/> Immediate Supervision	Position Titles of Direct Reports _____ No. in Position _____
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PRINCIPAL WORKING RELATIONSHIPS

<u>Internal: Position</u>	<u>Department</u>	<u>Purpose</u>
Executive Director	AAI	Final approval of projects, budgets, initiatives
Director of Communications	AAI Communications	Timeline development and information exchange
Webmaster	AAI Communications	Information coordination and online award application set up
Director of Finance	AAI Finance	Budget and financial management
Meetings Manager	AAI Meetings	Coordination of meeting sessions and courses
Exhibits and Sponsorship Sales Manager	AAI Meetings	Information exchange
Membership Manager	AAI Membership	Confirmation of member status
Historian	AAI History & Archives	Information exchange
Director of Public Affairs	AAI Public Affairs	Information exchange
Program Assistant for Career Development and Awards	AAI	Task oversight
<u>External: Position</u>	<u>Organization</u>	<u>Purpose</u>
AAI Committee Members (Education, Awards, Fellowship, Intersect, Travel for Techniques)		Coordination of relevant awards and educational programs
Course Directors and Faculty		Coordination of course schedules and materials
AAI Members		Information exchange

MINIMUM QUALIFICATIONS

<p><u>Education Level</u> Ph.D. Immunology or related field</p> <p><u>Experience</u> Successful postdoctoral fellowship experience required</p> <p>3+ years of post training employment</p> <p>Computational science background helpful, but not required</p> <p><u>Additional requirements</u></p> <ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with colleagues and members • Strong project management skills • Strong verbal and written communications skills 	<table border="0"> <thead> <tr> <th><u>Skills</u></th> <th><u>Level</u></th> </tr> </thead> <tbody> <tr> <td>Attention to Detail</td> <td>Expert</td> </tr> <tr> <td>Computer Skills</td> <td>Expert</td> </tr> <tr> <td>Oral & Written Communication Skills</td> <td>Expert</td> </tr> <tr> <td>Organizational/Time Management Skills</td> <td>Expert</td> </tr> <tr> <td>Ability to meet deadlines</td> <td>Expert</td> </tr> <tr> <td>Problem solving skills</td> <td>Expert</td> </tr> <tr> <td>MS Word</td> <td>Expert</td> </tr> <tr> <td>MS Excel</td> <td>Expert</td> </tr> <tr> <td>MS Office Suite</td> <td>Proficient</td> </tr> <tr> <td>Adobe Acrobat</td> <td>Proficient</td> </tr> </tbody> </table>	<u>Skills</u>	<u>Level</u>	Attention to Detail	Expert	Computer Skills	Expert	Oral & Written Communication Skills	Expert	Organizational/Time Management Skills	Expert	Ability to meet deadlines	Expert	Problem solving skills	Expert	MS Word	Expert	MS Excel	Expert	MS Office Suite	Proficient	Adobe Acrobat	Proficient
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COMPLETED BY: Name _____ Position _____ Date _____
APPROVED BY: Name _____ Position _____ Date _____