



AASLD POSITION DESCRIPTION

Position Title: Administrative Assistant, Executive Office

Reports To: Manager, Governance and Executive Office

Grade/Level: Non-Exempt

Work Schedule: M-F 9am – 5pm

General Description:

Responsibilities include administrative support for the Chief Executive Officer, coordination of nominations processes for leadership positions and leadership events under the direction of the Manager of Governance.

Position Responsibilities

Position Responsibilities:

Administrative Support for the Chief Executive Officer

- Schedule internal and external meetings and conference calls
- Maintain files and records
- Draft and proofread correspondence
- Coordinate travel arrangements
- Prepare travel expense reports as needed
- Prepare draft minutes for Executive Committee meetings
- Prepare slide presentations in PowerPoint

Leadership Nominations

- Prepare correspondence to nominees and obtain consent to be considered during the nominating process
- Compile data from online nominations submissions and evaluate eligibility
- Compile nominee responses (biographical sketches and candidate statements) for consideration by the Nominating Committee
- Create ranking reports for nominees for leadership positions
- Compile disclosures of potential conflict of interest for consideration by the Ethics Committee
- Tabulate candidate scores provided by Nominating Committee members and rank the candidates for deliberations during the committee meeting
- Coordinate correspondence to inform unsuccessful finalists
- Request candidate statements and photographs for the electronic ballot module

Committee Nominations

- Process nominees who volunteer for standing committee service in the database and check eligibility
- Invite members appointed to standing committees and request them to provide a consent to serve and a completed disclosure of conflict of interest form
- Update the records of members appointed to committees in the database and generate Committee rosters annually
- Provide the updated committee rosters to the Website Manager for the public website

- Prepare thank you letters and certificates of appreciation for committee members who are completing their terms
- Print and distribute the Executive Committee and Governing Board meeting agenda books and other meeting materials in both paper and digital formats
- Order supplies for Governing Board meetings
- Update the leadership calendar quarterly
- Coordinate housing requirements for committee members attending meetings and review their travel expense reports
- Serve as liaison to the Governing Board for general procedural inquiries/issues and meeting logistics such as
 - Sending the Fact Sheet and housing forms to board members prior to each quarterly meeting
 - Keeping a log of accommodation requests (to provide to the Meetings Department)
 - Sending personalized letters informing each board member of their registration status for the Annual Meeting and Digestive Diseases Week (DDW)
 - Preparing individual itineraries for board members to ensure awareness of all pertinent/required events during Annual Meeting
- Conduct initial review of travel expense reimbursement forms for Governing Board and committee members following meetings

Annual Meeting and Committee Leadership Meeting Events

- Responsible for coordinating RSVPs for leadership luncheon onsite during the Annual Meeting and prepare the tent cards, and handouts
- Responsible for coordinating RSVPs for leadership meeting held in conjunction with Liver Hill Day
- Order the end-term Governing Board, Committee and Special Interest Group (SIG) Chair recognition awards for presentation during the Governing Board dinner, leadership luncheon, and the Annual Business Meeting
- Support the annual business meeting by preparing and distributing the handouts
- Support Annual Meeting activities as requested

Administrative Support for the Practice Guidelines and Ethics Committee programs

- Assist in scheduling committee meetings and conference calls
- Coordinate housing requirements for committee members attending meetings and review their travel expense reports
- Prepare invitation letters to potential writing group members
- Request and summarize disclosures of conflicts of interest for writing groups
- Prepare tent cards

General Duties

- Undertake other projects as assigned

Job Requirements

- Minimum of two years of successful administrative support, non-profit experience desirable
- College degree or equivalent work experience
- Exceptional interpersonal skills; customer service attitude; detail oriented;
- Excellent written and verbal communication skills to include strong editing and proofreading skills
- Exemplary organization skills and high attention to detail, adherence to deadlines/timelines

- Exceptional project, meeting and time management skills.
- Maturity and confidence to interact with AASLD's most senior leaders and the ability to exhibit diplomacy, discretion regarding confidential matters
- Knowledge of and proficiency with all Microsoft-based programs, including Outlook, Microsoft Word, PowerPoint and Excel. Familiarity with membership database highly desirable, Association Anywhere preferred.
- Ability to quickly learn new tools and technologies; Interest and experience in using technology to improve work efficiency
- Occasional overtime may be required
- Availability for occasional travel

Competencies:

Character Strength	Overcomes obstacles to getting the work done. Keeps promises and meets commitments. Demonstrates personal integrity in all interactions. Maintains confidences.
Composure	Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains calm demeanor even during stressful periods. Demonstrates ability to accept criticism.
Emotional Maturity	Demonstrates ability to work effectively with others possessing less experience or technical expertise. Can accept decisions which go contrary to personal ideas and beliefs. Can accept compromise.
Interpersonal Skills	Demonstrates ability to get ideas across through clear and logical communication. Demonstrates ability to lead meetings, speak in public, and prepare written correspondence.
Realistic	Recognizes the motivations and hidden agendas of others. Strives for win-win outcomes. Accurately relays progress, obstacles and opportunities.
Teamwork	Takes appropriate role in the team, leading or following. Accepts the decisions of the team.
Technical Skill	Applies education, training, and experience toward mastery of job requirements.
Verbal Ability	Communicates detailed or technical information clearly. Logically organizes ideas; gives open and honest feedback.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Duties and responsibilities may change or be expanded at any time to accommodate the needs of the Association.