AASLD POSITION DESCRIPTION

Position Title: Coordinator, Education

Reports To: Senior Manager, Education and Scientific Programs

Grade/Level: Non-Exempt Work Schedule: M-F 9am – 5pm

General Description:
Coordinate the implementation of AASLD’s abstract submission and review processes, and COI process for abstract submitters, reviewers, and scientific session moderators for The Liver Meeting® and Digestive Disease Week® (DDW). Provide administrative support for related educational activities, including speaker management.

Primary Position Responsibilities:
Abstract Management
- Collaborate with staff in the management of the abstract submission, review and selection processes for Digestive Disease Week® (DDW) and The Liver Meeting®(TLM)
- Serve as the primary staff contact for customer service questions and processes for abstract reviewers and abstract submitters
- Maintain abstract review timelines
- Prepare and maintain the abstract submission, review, session builder databases for TLM and DDW
- Produce and maintain the abstract disclosure databases to ensure all abstract authors, moderators and reviewers provide disclosure information
- Create, update, send, and maintain all notification/invitation correspondence for oral abstract presentations, posters, rejected abstracts and abstract session moderators
- Coordinate poster printing and ePoster processes for The Liver Meeting®
- Collaborate with other departments (such as MarComm, IT, and Publications) and prepare materials as appropriate to coordinate the proper dissemination of abstract-related information, including but not limited to HEPATOLOGY supplement production
- Coordinate other abstract related tasks as appropriate
- Maintain abstract related reporting information, updating key historical tracking files, and ensuring that platform reports provide information that is needed

Speaker Support (The Liver Meeting® and DDW)
- Assist in syllabus production
- Process speaker reimbursements
- Coordinate DDW speakers including the maintenance of speaker databases, session building, correspondence, honoraria/reimbursement and disclosures
- Assist in the preparation and maintenance of a current database of all speakers

Continuing Education
- Manage the conflict of interest (COI) collection and review process for abstract presenters (as determined by the Scientific Program Committee) and abstract reviewers for The Liver Meeting® and DDW
- Assist the department with continuing education requests
- Assemble necessary activity files post-meeting to demonstrate compliance with continuing education criteria in preparation for future audit
- Ensure accurate collection and documentation of recipients of education credits for AASLD activities
Other Responsibilities

- Participate in Committee meetings and assist with completion of tasks as required
- Assist the Education Department in other roles as needed
- Travel as required
- Attend professional association meetings as appropriate

General Skills

- Excellent written and verbal communication and proofing skills
- Exceptional interpersonal skills; customer service attitude; detail oriented; team player
- Ability to meet deadlines, handle multiple tasks and prioritize workload
- Proficiency in Microsoft Office Suite (Word, Excel and Outlook), Adobe Acrobat and databases
- College degree; 2-3 years’ non-profit association/abstract experience