



## 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

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### **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

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.