



POSITION DESCRIPTION

Position Title: Coordinator, Digital Education

Department: Education

Reports To: Director, Education, Program Design & Evaluation

Supervises: Non-applicable

FLSA Status: Non-Exempt

Effective Date: 12/9/2022

General Description:

This position manages the day-to-day member service and administrative support across various digital educational offerings, as well as the AASLD learning management system. Work collaboratively with colleagues and subject matter experts, in the delivery of digital education. Work closely with colleagues on the optimization of the AASLD learning management system. When assigned, program manage logistics, content and all functions related to the delivery of digital education and events.

Key Responsibilities:

- Provide day to day oversight, customer service, and support to LMS (Learning Management System)
- Build and manage digital education opportunities, working closely with subject matter experts
- Maintain and update learning management system, looking for ways to help AASLD grow with digital offerings
- Manage abstracts and speakers for digital events
- Provide day-of logistics support for webinars and digital events
- Manage and report on registration numbers for digital education programs
- Provide support for larger AASLD events and programs, to include in-person, as needed
- Assist in the execution of the digital portion of AASLD's annual meeting

General:

- Provide customer service via phone and email in support of Education team digital activities
- Manage the Education email box
- Learns the CME, CE, and MOC landscape to inform internal policies and standard operating procedures for compliance
- Identifies opportunities for department improvements, recommend and research new tools, further utilization of existing tools and integration of all tools
- Travels as required

Other duties as assigned.

Education and Experience

- Bachelor's degree in relevant area, or other related field equivalent work experience. Some positions may only require an Associate's degree/technical diploma, or other related field equivalent work experience.
- The job requires 1-3 years of experience in a similar role.

Essential Skills Needed in Position

- Prior medical association or learning management administration experience preferred
- Must have excellent interpersonal and organizational skills
- Strong time management and organizational skills with excellent attention to detail
- Solid database entry and word processing
- Proven customer service experience
- Strong organization, documentation, and prioritization skills
- Well-developed written and verbal communications skills
- Ability to adapt to quickly changing schedules



- Ability to work cooperatively with others, including working well with interdepartmental teams, as well as, independently
- Advanced computer skills are essential including proficiency in MS Office, Learning technologies (LMS, content development tools, etc.)
- Ability to approach challenges in a solutions-oriented manner
- Works well under pressure and maintains professional relationships with colleagues
- Desire and passion to learn and understand how the association industry operates

AASLD requires all employees to be fully vaccinated against the COVID-19 virus. Vaccination verification is required

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 be changed or expanded at any time to accommodate the needs of the AASLD Education team.