



POSITION DESCRIPTION

Department: Education
Position Title: Education Program Manager
Reports To: Director, Education, Program Development and Evaluation
Supervises: Non-applicable
FLSA Status: Exempt
Effective Date: 3/22/2023

General Description:

The Education Program Manager works closely with the Director, Education, Program Development and Evaluation, and volunteer member committees to focus on program development and delivery in support of AASLDs two major conferences, The Liver Meeting (TLM) and Digestive Diseases Week (DDW). This position also provides support to standalone conferences and digital education offerings as needed.

The position requires knowledge of content and program development, project management, and strategic scientific programming elements including management of: abstract collection, review and selection; digital “ePoster” program; scientific committee; timeline development; and program content development for digital education. Additionally, the Education Program Manager will have knowledge of ACCME accreditation standards and stay current on criteria/revisions to guidelines. Other important skills to be successful in the position are ability to create and follow timelines, adaptability to technology tools, high-level communication skills, attention to detail, keen organization skills, collaborative spirit, creative problem solving, and committee facilitation.

Key Responsibilities:

- Executes the solicitation, implementation, management, and evaluation of the scientific research presented at AASLD conferences.
- Uses results from meeting evaluations and other member surveys, and stays abreast of trends in the field, to collaborate with the Director around recommendations on the most effective design/format of scientific sessions and education offerings at AASLD conferences.
- Manages and performs all necessary tasks to meet established timelines and expectations for the successful build of the education programmatic elements of TLM and DDW, and other specialty meetings, including collaboration with other staff to execute the many formats in which the scientific information is presented (poster hall, ePosters, shark tank competition, etc.)
- Attend and collaborate with co-sponsoring society staffers to coordinate scientific programming and logistics.
- Understands the essential areas of ACCME compliance, and performs conflict of interest review and necessary documentation required for committees, reviewers, presenters, and faculty.
- Collaborates with Special Interest Groups (SIGs) and committees on the delivery of AASLD education.
- Maintains effective written and electronic communication with speakers and volunteers such as committee chairs and members, moderators, program chairs, abstract reviewers, speakers, and faculty.
- Leads planning calls and assimilates data/decisions into program content to support the delivery of education at DDW and with AASLD webinars.
- Learns and uses the education department components of Confex, Scholar1, Elevate LMS and other systems and technology platforms as required.
- Maintains a professional demeanor as a point of contact regarding abstracts, awards, and related TLM and DDW education program inquiries. This requires managing a large volume of emails and responding accurately and in a timely manner.
- Attends and participates in professional development trainings and courses/conferences to expand knowledge base and expertise.

Other duties as assigned.



Education and Experience

- 3+ years of related work experience (planning scientific content of a large annual meeting or liaising with high-level committees) preferably in a medical specialty society or membership association or other adult education related organization.
- Bachelor's degree in relevant area
- Understanding of scientific meeting logistics and onsite support.
- Previous experience with an abstract management system preferable.

Essential Skills Needed in Position

- Program development/oversight of large meetings or event programs.
- Strong to advanced knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint), database management systems
- Proficiency using workflow management systems. Knowledge of Confex, Scholar1, Elevate LMS preferred. Knowledge of continuing medical education requirements, including ACCME standards and essential areas is desired.
- Ability to collaborate and work well together within the division and organization and externally with volunteers, vendors, etc.
- Must have excellent oral and written communication skills to interact effectively with contacts inside and outside the association, particularly with volunteers and physicians – listens effectively and clarifies as needed.
- Interpersonal skills – shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations, e.g., internal staff, volunteers, physicians, and other external entities.
- Resourcefulness and ability to work independently.
- Skilled in determining priorities, developing realistic timelines, developing plans to assure the achievement of objectives, and allocating time and resources effectively.
- Ability to prioritize and effectively manage time.
- Ability to collaborate to problem solve while exhibiting judgment and a realistic understanding of issues.

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.