

Job Title: APS Part-Time Temporary Position (Engagement Department)

Classification: Hourly; 15-Hours per week

Reports to: Senior Director, Membership Growth & Engagement and Constituent Engagement Specialist

Date: September 2022

Duration: September to December 2022

Summary/Objective:

The American Physiological Society (APS) seeks dynamic and energetic individual eager to assist the Engagement department in crucial projects that align with the organizational strategic goals.

Essential Functions:

1. Fulfill tasks set out by the Engagement department.
2. Perform research at the request of the Engagement on institutions and affiliated campuses.
3. Assist with data integrity projects to include:
 - a. Assign GRID (Global Research Identifier Database) ID to member institutions
 - b. Research status of existing members
 - c. Duplicate record clean up
 - d. Various other data set clean up to help standardize APS member records

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

1. Proficient in MS Office (specifically Excel)
2. Communication (Verbal and Written)
3. Research and analytical skills
4. Experience with CRM (preferred)
5. Detail oriented
6. Excellent organizational skills
7. Self-driven
8. Collaboration
9. Sound judgement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use



hands to finger, handle or feel; and reach with hands and arms. This job's specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Preferred Education and Experience:

- A strong desire to learn along with professional drive
- Excellent knowledge of MS Office with focus on Excel
- Ability to multitask
- College degree or equivalent work experience
- Association experience is a plus

EEOC:

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Please send your cover letter and resumes to resume@physiology.org.