

**Job Title:** Project Assistant, Member Communities

**Classification:** Non-exempt

**Reports to:** Manager, Member Communities

**Date:** 9/18/2020

### **Summary/Objective**

This position provides award, fellowship, program and meeting support to staff and for several internally and externally-funded Member Communities programs. Some of the member communities include the Diversity and Inclusion (D&I), Physiologists in Industry, Trainee Advisory and Women in Physiology Committees and sections.

### **Essential Functions**

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

Some examples listed below:

1. In collaboration with the Awards and Events Manager and Manager, Member Communities, assists in the preparation of draft award and fellowship promotion plans, web site updates, online application materials; assists applicants with their award and fellowship applications and prepares applications for review by committee members. Generates draft correspondence to all applicants and recipients with approval by supervisor(s).
2. Works with the Awards and Events Manager to update online information pertaining to awards, fellowships and programs including awardee/fellow recipient lists, application criteria and deadlines with supervisor(s) approval.
3. Maintains and tracks applicants, participants and APS volunteers using the online award system, Excel databases, membership database and SurveyMonkey, verifies applicant membership status, generates reports, demographic information, forms, letters, certificates and tables to track recipient professional development course assignments. In collaboration with the Data Analyst, tracks evaluation data and drafts reports for review and use by program staff and APS committees.
4. Receives, tracks and conducts an initial review of fellow and committee member expenses (travel expense reports, invoices etc.) with appropriate coding for approval by supervisor.



5. Communicates regularly with program participants, APS volunteers, award recipients and sections with various communication channels, e.g., Informz and community engagement platforms in collaboration with the section administrator and member community's manager.
6. Monitors online professional development courses for fellowship participants; tracks participation and sends reminders. Collects progress reports and assignments from a learning management system to be used in evaluation and promotion.
7. Provides support in the preparation and shipment of materials for our D&I exhibit program and annual meeting. Communicates with the supervising manager and director before finalizing packing lists and shipping any materials. May attend meetings and conferences as needed.
8. Assists in the preparation of reports and grant/foundation proposals by preparing reports of awardee and participant lists and participant activities.

### **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**

Some examples listed below:

1. Communication
2. Excellent organizational skills
3. Collaboration
4. Workflow and project management
5. Sound judgement
6. Meeting and event planning
7. Ability to work with staff in several departments and divisions

### **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.



- Specific vision abilities required by this job 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.

#### **Required Education and Experience**

1. Bachelor's degree with Science or Communications concentration
2. 1-2 years office experience

#### **Preferred Education and Experience**

1. Bachelor's degree with Science or Communications concentration
2. 2-3 years office experience

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