



## **ASSISTANT DIRECTOR POSITION DESCRIPTION**

This position description is not a contract, may be modified periodically, and the person holding this position may be asked to perform tasks on a temporary, emergency, or even permanent basis that are not specifically listed in this description, depending on circumstances and the needs of AAALAC International. The individual holding this position will be working in-person full-time in the Executive Office located in Frederick, Maryland.

**TITLE:** Assistant Director

**REPORT TO:** Chief Executive Officer

### **POSITION DESCRIPTION:**

The major workload of the office is centered on supporting all aspects of the accreditation program (including Program Status Evaluations and Education & Outreach). The office also supports the functions of the Board of Directors (BOD), Member Organizations and Member Organization Delegates (MOD). All work affects the accuracy, reliability and credibility of the entire operation. All employees are expected to contribute to a continuous effort in ensuring that all materials, correspondence and communications are of the highest quality. The Assistant Director is expected to ensure projects are completed in a timely and accurate manner, providing regular updates to the supervisors.

### **QUALIFICATIONS:**

A Bachelor of Science degree and certification by the American Association of Laboratory Animal Science (AALAS) at the Laboratory Animal Technologist level or by Public Responsibility in Medicine and Research (PRIM&R) as a Certified Professional IACUC Administrator, and a minimum of 5 years of experience in the field of laboratory animal science are required. Excellent writing and communication skills; advanced skills in word-processing; and proficiency in Excel, Adobe, PowerPoint, and database software are required. Experience with supervising staff is required. Familiarity with the role of AAALAC International as an accrediting organization and with the care and use of animals in science and education are desirable. Attention to detail, matrix thinking and planning, tracking project start times and deadlines, and an ability to multitask are significant components of the Assistant Director's role. The Assistant Director is expected to manage sensitive matters with a high-level of confidentiality and discretion, especially decisions directly impacting the global operations of the organization.

### **RESPONSIBILITIES:**

Serve as a full-time employee of the Association working in-person in AAALAC

International's Executive Office. Specific responsibilities include:

### **Core Duties**

1. Provide high-level administrative performance and oversight to ensure accurate and timely Executive Office operations.
2. Supervise the Senior Program Assistants and Program Assistants in their diverse duties.
  - Establish work priorities according to projects and availability of personnel.
  - Oversee updating and adherence to standard operating procedures.
  - Supervise the distribution of documents for electronic signatures (i.e., Confidentiality and Secrecy Agreements, Conflict of Interest, Code of Ethics, etc.).
  - Coordinate and oversee response to incoming correspondence.
  - Oversee management of AAALAC International's email inboxes.
  - Oversee responses to requests for information, acknowledgement of receipt of materials, and the transmission of questions to the appropriate individuals.
  - Manage updating content on the OnBoard platform.
  - Oversee the arranging of teleconferences and meetings, assembling of meeting materials, etc.
  - Oversee the scheduling of meetings and arranging of meeting logistics (e.g., in-person and/or videoconferencing).
  - Coordinate deployment of surveys and materials for elections.
  - Oversee the maintenance of accurate and up-to-date unit information in the AAALAC database and the creation and maintenance of receipts logs, as needed (Program Descriptions, Annual Reports, correspondence, etc.).
3. Oversee some administrative responsibilities for accreditation related activities.
  - Oversee the scanning of a variety of documents and compiling various Council on Accreditation materials for site visits and Council meetings, as needed.
  - Oversee processing and maintenance of Annual Report data entry and accreditation plaques.
4. Manage BOD and MOD related activities and coordinate activities with other staff.
  - Serve as primary point of contact to receive, distribute and/or respond to all electronic BOD and MOD communications.
  - Develop and prepare BOD correspondence (e.g., BOD committee appointments, MOD appointment letters, award program communications, etc.); maintain MOD/BOD terms and rosters.
  - Oversee preparation of meeting minutes in a timely and accurate manner.
5. Manage the administrative responsibilities for AAALAC International's Awards programs (AAALAC International Fellowship, Cohen Award, Global 3Rs Award, and Delegate Service Award) and provide support for awards committee meetings.

### **Other Duties**

1. Provide regular reports to the Chief Executive Officer and Global Director on the progress of work.
2. Perform and/or oversee additional duties as assigned by executives.

### **Physical Requirements**

The physical demands and work environment 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 and hear.
- Ability to access information using a computer for up to 4 hours at a time.
- Requires sitting or standing at a desk for extended periods of time.
- Requires mobility within the office.

### **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and phones. The role requires full-time, in-person presence in the Executive Office.

### **REASONABLE ACCOMMODATION**

AAALAC International will provide reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless doing so poses an undue hardship on the operation of the business.