



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 the job description, depending on circumstances and the needs of AAALAC International. The individual holding this position will be based in the Executive Office located in Frederick, Maryland.

Title: Assistant Director

Report to: Global Director – for Accreditation Program activities

Chief Executive Officer - for Board of Directors (BOD) and Member Organization Delegate (MOD) activities

Position Description:

The major workload of the office is centered on supporting all aspects of the accreditation program (including Program Status Evaluations (PSE) and Education & Outreach (E&O)). This position also supports the functions of the Board of Directors (BOD) and Member Organizations (MO) and Member Organization Delegates (MOD). The Assistant Director coordinates accreditation support activities with the Global Director. Principal duties involve assisting in administration of the accreditation program. The Assistant Director coordinates the BOD and MOD activities through the Chief Executive Officer. Coordination of these functions/groups is conducted in accordance with AAALAC International policies, Bylaws, and standard operating procedures. 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 and to generally function in an independent manner, providing regular updates to the supervisors.

Qualifications:

A Bachelor of Science degree and certification by the American Association of Laboratory Animal Science (AALAS) as the Laboratory Animal Technologist, or a Ph.D. degree, and 10 years of experience in the field of laboratory animal science level are required. In-depth knowledge of and familiarity with organizational functioning of laboratory animal programs, institutional animal care and use committees/other oversight bodies, and national/international policies and regulations are also required. Strong familiarity with the role of AAALAC International as an accrediting organization and with the issues of the care and use of laboratory animals in research, testing, and education is required. Excellent writing skills; advanced skills in word-processing; and in-depth experience with Excel,

Adobe, PowerPoint, and database software are required. Experience with supervising staff is required. 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.

Responsibilities:

Serve as a full-time employee of the Association with responsibilities for providing support to the Global Director with accreditation (including PSE and E&O) activities and the Chief Executive Officer, BOD, and MOD. Specific responsibilities include:

GENERAL/CORE DUTIES

1. Provide primary support for the accreditation program (including the PSE service and E&O), as well as BOD and MOD activities to ensure timely and accurate output.
2. Collaborate in the oversight of the preparation and review of outgoing correspondence (COA, BOD and MOD related letters, correspondence from the CEO, etc.) using word processing, editing, and communication skills; assist in and oversee data entry regarding correspondence, memoranda, and reports.
3. Assist in oversight of the database system and oversee management of the OnBoard platform while continuously seeking to improve existing data management processes.
4. Assist with Council meetings and supervise BOD and MOD meeting planning and provide onsite meeting management.
5. Oversee the assembling and distribution of meeting books for BOD and MOD meetings.
6. Oversee the preparation of meeting minutes for BOD, MOD, and their committees.
7. Collaborate in oversight of maintaining/updating database of accredited units.
8. Assist in maintenance of COA intranet website and supervise OnBoard file archiving.
9. Oversee Annual Report data management (e.g., data collation, updating of contacts, etc).
10. Collaborate in oversight of administrative processing of new and renewal applications for accreditation.
11. Oversee processing of accreditation plaques (new and replacements).
12. Oversee processing of PSE applications and manage PSE Evaluation report review and mailing of reports.

OTHER DUTIES

13. Supervise Program Analyst.
14. Provide oversight of activities for the AAALAC International Fellowship, Cohen Award, Global 3Rs Award Programs, and Delegate Service Award.
15. Oversee the distribution of documents for electronic signatures (i.e., Confidentiality and Secrecy Agreements, Conflict of Interest, Code of Ethics, etc.).
16. Oversee the triage and response to incoming correspondence.
17. Assist in exhibiting the AAALAC International booth at select professional meetings.
18. Assist in the analysis of Trends data.
19. Perform other general administrative support duties as required.

To apply:

Applications (including a cover letter and CV) **must be received by December 1, 2020** and may be sent to:

AAALAC International
c/o Dr. Gary Borkowski, Global Director
executiveoffice@aaalac.org

Or mail to:
AAALAC International
c/o Dr. Gary Borkowski, Global Director
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