Position Open:

**Administrative Supervisor, AAALAC International**

Frederick, Maryland

**AAALAC International**

Founded in 1965, AAALAC International is a private, not-for-profit corporation that enhances the quality of research, teaching, and testing by promoting humane, responsible animal care and use. The organization accomplishes these goals by providing advice and independent assessments to participating institutions, and accrediting animal care and use programs that meet or exceed applicable standards. Visit www.aaalac.org for more details.

**Position Summary**

AAALAC is seeking an Administrative Supervisor to supervise AAALAC’s program assistants and oversee some of the accreditation related activities, and the coordination of activities with other staff. The EAM will also provide support to the Chief Executive Officer, Board of Directors (BOD), Member Organization Delegates (MOD), and the Global Director’s activities (accreditation program, Program Status Evaluation service and Education & Outreach). The position based in Frederick, MD office.

**Essential Duties, Priorities and Key Responsibilities**

- Supervise the Senior Program Assistant and Program Assistants.
- Manage BOD and MOD related activities, as well as oversee some administrative responsibilities for accreditation related activities, and coordinate activities with other staff.
- 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 Committee meetings, to include liaising with Award sponsors in the completion of Letters of Agreement and Grant submission.
- Manage sensitive matters with a high-level of confidentiality and discretion especially decisions directly impacting the global operations of the organization.
- Establish work priorities and revise staff work schedules according to projects and availability of personnel.
- Manage updating of the database system and the OnBoard platform.
- Provide regular reports to the Chief Executive Officer and Global Director on the progress of work and on proposed changes in standard operating procedures.
- Oversee the office Standard Operating Procedures and Policies.
- Provide high-level administrative performance and oversight to ensure smooth functioning of Executive Office functions.
- Respond to requests for information, acknowledge receipt of materials, and ensure that questions are delivered to the appropriate individuals.
- Supervise the distribution of documents for electronic signatures (i.e., Confidentiality and Secrecy Agreements, Conflict of Interest, Code of Ethics, etc.).
- Serve as primary point of contact to receive, distribute and/or respond to all electronic BOD and MOD communications.
- Perform and/or supervise additional duties as assigned by executives.
- Coordinate and triage and response to incoming correspondence.
- Process and maintain Annual Report data management and accreditation plaques.
- Coordinate and oversee Program Status Evaluation applications and reports.
- Provide support for Education and Outreach efforts.

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• Develop and prepare BOD correspondence (e.g., BOD committee appointments, MOD appointment letters, award program communications, etc.); maintain MOD/BOD terms and rosters.
• Arrange teleconferences and meetings, assemble meeting materials, etc.
• Schedule meetings through Doodle Polls and arrange meeting logistics (e.g., in-person and/or videoconferencing).
• Coordinate meeting materials and ensure upload into OnBoard in a timely and accurate manner.
• Transcribe meeting minutes (BOD, MOD, Committees, etc.) in a timely manner and distribute minutes for approval.
• Oversee management of the Executive Office email inbox.
• Coordinate strategic planning activities, as necessary.
• Coordinate deployment of surveys and materials for elections.
• Maintain accurate and up-to-date unit information in AAALAC database and create and maintain receipts logs, as needed (Program Descriptions, Annual Reports, correspondence, etc.).
• Answer telephones, as needed, and serve as AAALAC International’s customer service representative, projecting a positive first impression to callers. Determine the reason for the contact; identify caller and unit number, if applicable; refer inquiries to appropriate staff member and solve caller problem/requests whenever possible.
• Assist in scanning a variety of documents (or convert from existing Fortis documents) and organizing Site Visit Reports and Institutional Responses for electronic Council meeting materials, as needed.

Minimum Education and Experience Requirements
• Bachelor’s degree, plus a minimum of five years of supervisory-level administrative experience or a combination of education and experience.
• Minimum of three years’ supervisory experience.
• Excellent communication and time management skills; proven ability to meet deadlines; and ability to function well in a high-paced environment required.
• Advanced proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), videoconferencing/virtual meetings and database software is required.
• Possess a courteous professional deportment required for working with internal and external constituents.
• Ability to work with and maintain confidentiality of sensitive information.
• Certification by the International Association of Administrative Professionals (IAAP) a definite plus.

Benefits
AAALAC International offers a competitive benefits plan that includes paid time off, health/dental/vision insurance, a 10% retirement matching contribution, and other benefits. EOE.

Application Process
To apply, please submit your cover letter, resume, and salary requirement to hrjobs@marcumllp.com. Please include the job title “Administrative Supervisor” in the subject line of your email. Your cover letter should include relevant supervisory experience, high-level administrative performance, your capacity to provide administrative and supervisory support, and highlight your reason for aspiring to work at AAALAC in this position.

AAALAC International is an equal opportunity employer; minority candidates and women are encouraged to apply.