## International Society for Computational Biology
### Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Status</th>
<th>Reports to (Position)</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant, Operations and Programs</td>
<td>Non-exempt</td>
<td>Executive Director</td>
<td>ISCB</td>
<td>2/5/2015</td>
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</tbody>
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### MAJOR DUTIES AND RESPONSIBILITIES

- Responds to inquiries and provides excellent customer service to members and non-members, through creative and innovative processes.
- Conducts administrative and logistics support (e.g., paperwork flow, scheduling meetings, arranging travel, drafting itineraries and preparing materials for presentation). Supports all other administrative efforts.
- Composes and types memos and other documents, creates tables and spreadsheets, and performs other administrative tasks as assigned.
- Assists organization in researching, maintaining, and updating databases and mailing lists of members, donors, and external contacts.
- Supports Web Team on updating website.
- Maintains the Executive Director’s calendar and coordinates schedules. Performs administrative duties for the Executive Office as assigned.
- Assists in planning and coordinating logistical arrangements for meetings and conference calls. Handles room reservation, catering, presentation preparation, audio/visual equipment, teleconference connections and updates to attendees. Assists in the coordination of special events and related activities for the Executive Office.
- Acts as registrar and conference support for select assigned Society meetings, including administrative support for paper and poster submission, gathering and disseminating information, sending out group messages, and organizing shipment for onsite staff.
- Coordinates and assists in the administration of department, ISCB programs, committees, and activities. Requires in-depth knowledge of program and committee objectives, internal and external customer contact procedures, and a detailed understanding of related policies and procedures. Resolves problems that may arise with input from the Executive Director.
- Supports committee chairs with scheduling of teleconference calls and performs secretarial duties for all committee teleconferences.
- Provides oversight and ensures compliance per policy for Society programs and initiatives (e.g. Affiliates, Communities of Special Interest)
- Manages organizational wide production schedule. Issues reminders when necessary and provides follow up support for all activities.
- Supports Executive Director on grant proposals and submission of grants. Submits quarterly FFRs to NIH, NFS, and DOE. Develops final reports for review and submission.
- Assists with Society’s social media campaign. Searches for and posts relative articles on Facebook, LinkedIn, and Twitter. Monitors Twitter feeds during conference periods for archiving. Set up hash tags for all conference. Posts message and news of interest on Facebook.
- Supports the fundraising process. Duties include, but are not limited to, maintaining and entering info in the donor database, entering pledges and payments, reconciling pledges and payments with our accounting records, routine donor communications, acknowledgement letters, and mailing lists.
- Works closely with the Executive Director to preform research and analysis on products, services, and grants.
- Other duties as assigned by Executive Director.
- Up to 15% travel required.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.
## REPORTING RELATIONSHIPS

<table>
<thead>
<tr>
<th>Supervision Received:</th>
<th>Position Titles of Direct Reports</th>
<th>No. In Position</th>
<th>Direct Reports</th>
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</thead>
<tbody>
<tr>
<td>☐ General Guidance</td>
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<tr>
<td>☐ Managerial Direction</td>
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<tr>
<td>X Direct Supervision</td>
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<tr>
<td>☐ Immediate Supervision</td>
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## PRINCIPAL WORKING RELATIONSHIPS

**Internal:**

- **Position:** Marketing and Communications Manager
  - **Department:** ISCB
  - **Purpose:** Obtain, provide or exchange information

- **Position:** Executive Administrative Assistant
  - **Department:** ISCB
  - **Purpose:** Obtain, provide or exchange information

**External:**

- **Position:** Committee Members
  - **Organization:** ISCB
  - **Purpose:** Organizing meetings, minute taking

- **Position:** Board of Directors
  - **Organization:** ISCB
  - **Purpose:** Agenda development, document organization

- **Position:** Executive Committee Members
  - **Organization:** ISCB
  - **Purpose:** Minutes

- **Position:** Conference Organizers
  - **Organization:** Various
  - **Purpose:** Registration, administrative

## MINIMUM QUALIFICATIONS

**Education Level**

- High School Diploma with relevant college courses.
- Bachelor’s Degree preferred.

**Skills**

- Ability to Multitask: Proficient
- MS Office Suite: Proficient
- English Grammar and Writing Skills: Proficient
- Telephone Skills: Proficient
- Web Publishing Software: Proficient
- Organizational Skills: Proficient
- Content Management and Database Skills: Proficient
- Troubleshooting: Proficient
- Interpersonal Skills: Proficient
- Professional Manner: Proficient
- Ability to Maintain Confidentiality: Proficient
- Customer Service Skills: Proficient
- Attention to Detail: Proficient
- Ability to Meet Deadlines: Proficient

**Experience**

- 2+ years administrative work, nonprofit sector and grant administration preferred.
- Experience with Joomla a plus.

## COMPLETED BY:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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## APPROVED BY:

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