



FASEB

Federation of American Societies
for Experimental Biology

FASEB OSMC Internship Position Description

Summary: Assist the FASEB Office of Scientific Meetings and Conferences (OSMC) meetings staff with meeting(s) preparation and execution. Please find a general overview of possible tasks and responsibilities below. Actual assignments depend on the individual project cycle at the time of the internship.

General Tasks and Responsibilities

General Logistics Support

- Assist in the preparation of poster session logistics – numbers, pins, etc.
- Prepare pre-con staff packets.
- Produce/proof signage and/or sign inserts.
- Coordinate packing and shipping of conference materials.

Housing

- Work with Meetings Team to maintain staff housing list.
- Coordinate with Meetings Team to create VIP housing list.

Program Support

- Test/ Update abstract submission site, instructions, and guidelines.
- Collect bios, abstracts, speaker materials.
- Maintain speakers and awardee spreadsheets and prepares letters and reimbursement forms/procedures.
- Assist in the development of meeting content, updates and posts information for website and mobile app.
- Prepare call for abstracts, save the date, promotional material, flyers, forms, and slides.
- Collect material for development of Program and Addendum.
- Prepare schedule, general information, and special functions section of program.
- Compile program/abstract book.

Registration

- Assist Registrar with all general registration processes as needed/assigned.
- Assist in assembling attendee materials, e.g. producing badges and any associated info cards and organizing registration materials for on-site distribution.

Vendor Management

- Assist with preparing RFPs.
- Compile incoming proposals for review.
- Assist in finalizing arrangements with various meeting vendors (decorator, audiovisual, hotel, supplies).

Other Job Functions

- Perform various administrative duties including but not limited to: Preparation of, proofing and editing correspondence; coordinating mailings; responding to routine questions and requests for information.
- Special projects as assigned.
- May assist in on-site execution of local events.



FASEB

Federation of American Societies
for Experimental Biology

Basic Qualifications

- Experience with Microsoft Office Suite.
- High degree of professionalism.
- Strong organizing skills.
- Ability to prioritize and handle a variety of projects simultaneously.
- Ability to work effectively both individually and in a team.
- Good research and writing skills.
- Excellent verbal communication skills.
- Ability to learn new technologies and processes quickly.

Work Location/Hours

- In-office support at Bethesda location only.
- Flexible on days in office.
- Generally looking for 12-20 hours of support/week.

Program Components:

- Non-paid internship.
- Start date flexible.
- Assigned contact at organization for internship duration.
- Performance evaluation at end of internships available upon request.