Position Title: Undergraduate Education Coordinator  
Department: ASBMB  
Reports to: Director of Education, Professional Development and Outreach  
Status: Full time, Non-exempt  
Location: Rockville, Maryland, Hybrid working three days per week in the office  
Date: September 28, 2022

**Primary Function:** The American Society for Biochemistry and Molecular Biology (ASBMB) is seeking an Undergraduate Education Coordinator to support and expand our efforts in promoting and improving biochemistry and molecular biology (BMB) education at the undergraduate level through the student chapters program, degree program accreditation, degree certification exam and related activities.

**Responsibilities and Duties:**
Under the guidance of the department director, the Undergraduate Education Coordinator will be responsible for the following:

- Support the Student Chapters Committee as staff liaison, including the scheduling of meetings, recording of notes and execution of committee-led programs.
- Provide regular administrative support to national network of student chapters, including but not limited to preparing regular communication to chapter members, coordinating undergraduate awards and grants, and recruiting new chapters.
- Collaborate with the Manager of Diversity, Equity and Inclusion Programs to implement the Marion B. Sewer Distinguished Scholarship for Undergraduates.
- Oversee logistics and implementation of the annual Undergraduate Poster Competition (UGPC) at the Society’s Annual Meeting as well as the associated graduate school fair and career speed networking event.
- Coordinate annual review of degree program accreditation applications.
- Coordinate development, administration and scoring of the annual degree certification exam in collaboration with the exam steering group.
- Develop content related to the department’s programs for the Society’s website, member magazine, and marketing efforts.
- Maintain student chapter program resources on the Society’s website.
- Assist with the management of student chapters events at the Society’s annual meeting.
- Attend events as assigned by the department director (minimal travel).
- Other duties as assigned.

**SKILLS AND QUALIFICATIONS:**

- Bachelor’s degree in life sciences or education preferred
- Prior experience working with groups of volunteers preferred
- Excellent organizational skills with the ability to manage multiple competing priorities
- Strong oral and written communication skills
- Ability to be flexible and work creatively as part of a team or autonomously
- Proficiency with MS Office and web development tools
- Familiarity with social media platforms a plus
BENEFITS:
This is a full-time, non-exempt position. ASBMB offers exceptional benefits including professional development opportunities, 403(b) retirement, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking are offered.

LOCATION:
This position is located in Rockville, Maryland and in walking distance to Metro and on major bus lines. Currently all staff are required to work in the office 3 days per week and work remotely 2 days per week.

For more information and to apply, visit http://www.faseb.org/employment. Please send a cover letter and salary requirements with your resume.

If you need an accommodation to complete the application process, please contact FASEB/ASIP’s Human Resources Department at resumes@faseb.org

To learn more about ASBMB, please visit www.asbmb.org.

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.