

Position Title: Education and Professional Development Assistant

Department: ASBMB

Reports to: Assistant Director of Professional Development

Status: Full time, Non-exempt

Location: Rockville, Maryland, Hybrid working three days per week in the office

Date: April 25, 2024

Primary Function: The American Society for Biochemistry and Molecular Biology (ASBMB) seeks an Education and Professional Development Assistant to support molecular life scientists' education and career journeys. This role provides logistical and administrative support for a variety of programs and committees within the department of education, professional development and outreach, including workshops, webinars, meetings and applications processes.

Responsibilities and Duties:

Under the guidance of the assistant director, the Education and Professional Development Assistant will be responsible for the following:

- Provide regular administrative support to national network of undergraduate chapters and its associated committee
- Provide additional administrative support for the work of various committees, task force and working groups as directed
- Assist in the implementation of committee-led events, resources, and programs (e.g., webinars, online toolkits, awards) focused on education or professional development
- Assist with creating marketing materials for department programs
- 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
- Ability to follow through on assignments/duties in a timely and complete manner
- Ability to be self-motivated, flexible, and prioritize/handle multiple projects simultaneously
- Attention to detail and accuracy in all assignments
- Strong oral and written communication skills
- Proficiency with MS Office and web development tools

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.



American Society for
Biochemistry and Molecular Biology
6120 Executive Blvd., Suite 400
Rockville, Maryland
20852-4905

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.

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.