
Scientific Programs Coordinator

JOB DESCRIPTION

Summary/Objective

Coordinates the day-to-day, administrative, and operational activities of AAEP's Continuing Education (CE) offerings. Duties include working with the Educational Programming Committee chairs and 50+ person committee to put together scientific and non-scientific programming for both the annual AAEP Convention, Resort Symposium, and smaller educational events. This position also involves management of speakers and assisting them with their published papers for the annual convention's proceedings papers along with their oral presentations on-site.

Essential Functions

1. Provides administrative support in the development and implementation of CE meetings, which includes scientific and non-scientific sessions, table topics, and labs.
2. Serves as principal liaison between the reviewer, author, and printer to ensure the highest quality of proceedings is published.
3. Works with the Registry of Approved Continuing Education so the AAEP programs are accredited and approved by the AAVSB. This includes staying up-to-date with changes in rules and regulations each year.
4. Coordinates activities of volunteers engaged in implementation and administration of program objectives.
5. Provides counsel to volunteers on policies, procedures, and services, as needed.
6. Provides support to speakers and meeting participants on-site.
7. Prepares surveys for meeting attendees and program chairs.
8. Maintains protocols for all CE meetings.
9. Performs clerical and administrative support tasks, including creation, typing, and editing of program correspondence.
10. May perform special activities of a programmatic nature in direct support of the Program Chair.
11. Works with online speaker management and abstract management software to set up the abstract management portal.
12. Liaises with convention speakers using interactive technology and the company providing it.
13. May work with speakers' bureau to provide potential keynote speakers to the program chair of the Annual Convention.
14. Manages requisitions for article reprint and use.
15. Facilitates meetings, special projects, and problem resolution.
16. Performs miscellaneous job-related duties as assigned.

Qualifications

- Undergraduate degree preferred.
- Demonstrated ability to communicate effectively, verbally and in writing to a diverse audience.
- Strong editing and writing skill preferred.
- Mission-driven and goal-oriented person who can work independently.

The AAEP is headquartered at the Kentucky Horse Park in Lexington, KY. This is a full-time position based in Lexington and offers incredible benefits.

To apply, please submit **resume and a one-page cover letter** to:

Lori Rawls

Director of Finance and Operations

AAEP

lrawls@aaep.org
