



AMERICAN COLLEGE OF SURGEONS

Inspiring Quality:

Highest Standards, Better Outcomes

Administrative Assistant, Education

About the American College of Surgeons

The American College of Surgeons is a professional and educational organization of surgeons that was founded in 1913 to raise the standards of surgical practice and improve the quality of care for surgical patients. The College is dedicated to the ethical and competent practice of surgery. Its achievements have significantly influenced the course of scientific surgery in America and have established it as an important advocate for all surgical patients. The College has more than 80,000 members and is the largest organization of surgeons in the world. For more information, visit www.facs.org.

Summary:

This position will provide administrative support for the activities associated with simulation-based education, training and research. The support will include administrative coordination with committee activities, including in-person and physical meetings, collaborative joint projects, research grant preparation/management, new education initiatives and innovative simulation-based education program development and research.

This exempt position will report to the Assistant Director, Simulation-Based Education and Training in the Division of Education.

Primary Responsibilities:

- Provide administrative support for committee activities, collaborative relationships, and joint programs with considerable independence.
- Provide administrative support during the development, implementation, and evaluation of innovative simulation-based educational programs. Manage, enter, and process educational and quality data for research purposes.
- Support large databases related to simulation-based education and training.
- Monitor and document trends in simulation technologies. Maintain current knowledge and records of research related to simulation-based surgical education practices.

Position Announcement:

Disclaimer: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this position. This document is not an employment contract, implied or otherwise; employment at the ACS is an "at will" employment relationship.

- Support research grant-related efforts including funding source identification, application preparation, fund management, and post-project report creation.
- Other duties as assigned.

Required Education and/or Experience:

- Bachelor's degree from an accredited college or university is required.
- Minimum of 2-4+ years of administrative experience in a related role is required.
- Proficiency in Microsoft Office products (Outlook, Word, Excel, and PowerPoint) is required.
- Experience with database creation and management is preferred.
- Knowledge of research methodologies is a strong plus.
- Excellent communication skills (verbal and written) necessary to effectively interact with all levels of the organization.
- Attention to detail and organizational skills.
- Display a high level of energy and thrive in a fast-paced environment.
- Self-motivated and able to work independently and as a member of a team.
- Ability to plan and prioritize workload and meet deadlines.
- Ability to establish strong working relationships with all division teams and management.

Physical/Work Environment: Fast paced with significant people interaction. No lifting over 20 pounds, minimal reaching bending and stooping. Performs work in a normal office environment with long hours in front of the computer.

Other Necessary Requirements: Evening or weekend duties may be required. Minimal travel for activities such as out of town meetings is required.

The American College of Surgeons is committed to working with and providing reasonable accommodations to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the employment process, please send an e-mail to recruitment@facs.org or call (312) 202-5000 and let us know the nature of your request and your contact information.

The American College of Surgeons will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose

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the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

**Equal Opportunity Employer of Minorities, Females, Protected Veterans,
and Individuals with Disabilities**

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