



Agrochemical Division Program Administrator Job Description

This position is ideal for individuals who are organized, proactive, and capable of balancing independent work with team collaboration. The Program Administrator for the Division of Agrochemicals (AGRO), part of the American Chemical Society (ACS), will play a crucial role in the successful execution of the division's technical programs and will support AGRO leadership in division operations and logistics.

Primary Responsibilities:

1. Support the ACS Agrochemical Division's Technical Program by:

- Creating a collaborate relationship with ACS staff allowing AGRO leadership to stay informed on ACS divisional requirements.
- Assist AGRO members on challenges with abstract submission to the program scheduling platform (MAPS).
- Attend ACS national meetings to:
 - Assist with the welcome table in coordination with AGRO leadership and volunteers.
 - Provide information to conference attendees.
 - Coordinate logistics with ACS staff.
 - Assist in hosting social events.
 - Coordinate shipping of items to and from conferences.

2. Support ACS AGRO Leadership in Operations and Logistics:

- Serve as the point of contact and assist the Program Chair for national meeting logistics, technical and non-technical (social) program scheduling, and abstract submission.
- Assist the AGRO Communications Committee in professional communications about AGRO activities that may include a quarterly newsletter.
- Educate volunteers on ACS regulations and procedures.
- Collaborate with AGRO leadership on projects (publications, events, membership drives, etc.).
- Manage and maintain spreadsheets, reports, records, and agreements related to organizing the AGRO program at the annual ACS national meetings.
- Provide clerical and informational support to the AGRO executive committee.

Required Qualifications:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat.
- Excellent customer service, and oral and written communication skills.
- Ability to work independently, prioritize tasks, ensure quality, be flexible, plan proactively, and meet deadlines.
- Ability to work effectively in a diverse team-based environment.

Preferred Qualifications:

- Experience with ACS or other scientific society planning processes.

Time Commitment:

- Average of 300, but up to 400 hours per year, with peak times in March-May and July-August.
- Hourly compensation is dependent on experience.

Location and Travel:

- Primarily a work-from-home position.
- Requires in-person attendance at one national ACS conference (6 days in August), quarterly virtual board meetings, periodic Zoom meetings, and occasional in-person meetings. Travel support provided for the national conference attendance.

Please send your interest by June 10, 2024, to Aaron Gross (adgross@vt.edu)