

Job Title:	Research Coordinator	Reports to:	Senior Manager, Research
Department/Group:	Research	Date posted:	
Location:	Chicago, IL or remote	Travel Required:	2-3 times per year depending on location
Direct Reports:	None	Position Type:	Full time

To apply, please visit https://www.aesnet.org/about_aes/aes_jobs

Job Description

POSITION OVERVIEW:

This position provides project management and administrative support for AES programs, products, and activities related to research and training for early career and established investigators. They will also support early career training programs that intersect at Research & Education, such as the AES Fellows program.

ROLE AND RESPONSIBILITIES

- Coordinate grant proposal application process, including online submission platform setup and testing, communicating instructions to applicants, and assist the Senior Manager in the grant review process.
- Coordinate AES Fellows program application process, including online submission platform setup and testing, communicating instructions to applicants, and assist the Senior Manager in the application review process.
- Support the Senior Manager in data collection and database maintenance of grant and Fellows Program awardees post AES award.
- Responsible for the set-up of AES Fellows and assigned committee annual meeting session proposals in the online platform.
- Support the Sr. Manager in the execution of the AES Fellows Program development at the AES Annual Meeting. Responsibilities include coordinating related program book content development, coordinating professional development sessions at the annual meeting, and coordinating the travel award and program registration.
- Support the Sr. Manager in coordinating research-related meetings at the AES Annual Meeting such as the Basic Science Skills Workshop(s), Research Grantee and Alumni Reception, and other events as required.
- Provides administrative support and participates in committee, task force, work group, and team meetings as assigned.
- Provide first-line response to customer service inquiries related to research and fellows related activities via the grants@aesnet.org mailbox or emails or calls referred from member services.
- Draft and maintain standard operating procedures for research department, as assigned.
- Provides Senior Manager with regular reports of activities under the incumbent's purview.
- Other duties and support as assigned.

QUALIFICATIONS, EDUCATION, EXPERIENCE REQUIREMENTS

Bachelor's Degree required. An ideal applicant will have a minimum of 2 years of experience working in a healthcare, research organization, or related non-profit and a history of interest in biomedical sciences and/or research.

PREFERRED SKILLS

- Ability to work within a small team structure with excellent customer service (internal and external).
- Ability to problem solve and make decisions independently within scope of responsibility and appropriately escalates issues to supervisor or appropriate senior staff.
- Demonstrates initiative and takes ownership for assigned work and work product.
- Ability to work in a fast-paced environment, ensuring deadlines are met.
- Strong interpersonal skills, ability to interact with staff and membership with a high level of diplomacy and effectiveness.
- Strong oral and written communication. Able to communicate across organization levels; able to convey complex information clearly.
- Detail-oriented, ability to multi-task, ability to work independently.
- Technical competence and comfort with the following:
 - Microsoft Office Suite including Word, Excel, and PowerPoint
 - Adobe Acrobat for PDF documents
 - SurveyMonkey (or related survey software)
 - Grant Management Systems (Proposal Central preferred)
- Knowledge of medical terminology preferred.

AES VISION

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

AES MISSION

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

AES VALUES

- We are dedicated to improving the lives of people with epilepsy.
- We embrace innovation and strive for excellence in everything we do.
- We are an inclusive, collegial community, which enriches the experiences of all involved.
- We value collaborating with other organizations that are aligned with our mission to achieve greater results.

AES is an Equal Employment Opportunity employer. Equal Employment Opportunity is a fundamental principle of the American Epilepsy Society, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information or any other protected status. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The American Epilepsy Society prohibits employee conduct that results in discrimination. Each manager and supervisor is responsible for implementing and supporting this policy. Anyone who violates another's rights in any of these areas is subject to dismissal. Discrimination is not tolerated in any form by AES and appropriate disciplinary action may be taken against any employee violating this policy.

Last Updated by:	Michelle Norton	Date:	June 25, 2024
Approved by:	Eileen Murray	Date:	August 4, 2024

