



Common Interest Group Assistant Administrator

Purpose:

The Common Interest Group Assistant Administrator assists the Administrator in providing direction and support to the Common Interest Group to create a meaningful and high-quality member experience for Common Interest Group members.

Key Responsibilities:

- Support the Common Interest Group Administrator in providing direction to the Common Interest Group that is consistent with ASSP's mission and vision statements, goals and code of professional conduct
- Work with Common Interest Group Administrator and advisory committee to develop and execute activities related to succession planning and Common Interest Group sustainability
- Serve as acting Administrator in absence of the Common Interest Group Administrator (see Common Interest Group Administrator position description), including representing the Administrator as requested
- Actively participate in the online [ASSP Community](#)
- Assist with planning and attend Common Interest Group advisory committee membership meetings
- Supervise the activities of Common Interest Group committees as agreed upon
- Perform other duties as agreed upon with the Common Interest Group Administrator or advisory committee

Support:

- Online training
- Transition meeting with outgoing administrator before taking office
- ASSP Staff Liaison, Manager, Community Engagement

Benefits:

- Opportunity to develop transferrable leadership, strategic planning, and project management skills
- Opportunity to grow professional network
- Earn professional certification maintenance points

Time Commitment:

- Term of office:
 - Serve 2 years as Assistant Administrator, then succeed to Administrator for 2 years.
 - Term year begins on July 1st.
- Average hours per month: Up to 10-15 hours per month.





- Attend Council on Practices and Standards virtual meetings as scheduled.

Qualifications:

- Must be Professional Member of ASSP and a member of the respective Common Interest Group when taking office and for the full term.
- Must have or be willing to develop strong leadership, strategic planning, and project management skills
- Must have or be willing to develop an understanding of Common Interest Group, Council on Practices and Standards, and Society structure and strategic direction
- Ability to work effectively in a team setting and communicate with diverse audiences
- Helpful to have employer support

Specific Duties:

- Complete the following training module(s) in [On-Demand Training](#):
 - Virtual Community Rosters
 - Society Overview
 - ASSP Code of Professional Conduct
 - Virtual Community Operations
 - Social Media
 - Succession Planning
- Administrator and Assistant Administrator should work as a team.
- Act as the secondary point of contact for the Common Interest Group (for ASSP, members and non-members).
- Work with Common Interest Group Administrator and advisory committee to develop and execute an annual plan for the Common Interest Group
- Assist in the distribution of information from the Society or Council to the membership as necessary
- Regularly check your Common Interest Group's online Community for questions and discussion threads
- Support the Common Interest Group's succession planning efforts through volunteer recruitment, delegation, and mentoring. [Succession planning tools](#) available online.
- Assist in conducting advisory committee meetings
- Ensure orderly transition and transfer of all duties and records to succeeding Assistant Administrator

