Assistant Administrator

**Purpose:** The Common Interest Group Assistant assists the Administrator in providing direction and support to the common interest group to create a meaningful and high-quality member experience for 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 position description), including representing the Administrator as requested.
- Assist with planning and attend common interest group advisory committee membership meetings.
- Supervise the activities of common interest groups 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.
- Opportunity to attend ASSP Leadership Conference for training and networking.
- 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 twice a year

**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 groups, 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:**
- 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
- Support the common interest group’s succession planning efforts through volunteer recruitment, delegation, and mentoring
- Assist in conducting advisory committee meetings
- Ensure orderly transition and transfer of all duties and records to succeeding Assistant Administrator