



## **ACVS Continuing Education Laboratories Assistant Director Position Description**

The American College of Veterinary Surgeons (ACVS) 2022-2027 strategic plan consists of four strategic objectives, one of which is a focus on excellence in continuing education (CE). To this end, ACVS offers CE opportunities that include the annual Surgery Summit (Summit), laboratories, and live and recorded webinars. The laboratories assistant director works in conjunction with the CE senior leadership team, consisting of the CE director, staff learning programs director, and three additional assistant directors, to direct the ACVS Continuing Education Committee's (CEC) development of ACVS CE content and to ensure that ACVS CE aligns with established strategic objectives. The ACVS staff works with the CE director, senior leadership team, and subcommittees to plan, manage, execute, and promote ACVS CE.

### **Summary and Structure**

The laboratories assistant director position is advertised through a college-wide call for candidates. Based on candidate applications, interviews will be conducted with the CE director and ACVS staff. The board appoints a CE assistant director to provide strategic CE leadership and oversight to the laboratories subcommittee of the ACVS Continuing Education Committee (CEC). The CE assistant director reports to the CE director of the CEC.

The CEC is comprised of six subcommittees: equine/large animal program, small animal program, allied medicine and contemporary topics, digital learning, laboratories, and scientific program. ACVS staff includes the learning programs director, continuing education logistics manager, continuing education coordinator, continuing education production specialist, and industry relations specialist.

### **Responsibilities**

1. Oversee CEC laboratories subcommittee functions.
2. Coordinate the review and distribution of the call for laboratories with the ACVS continuing education logistics manager.
3. Oversee the responsibilities of the laboratories subcommittee, i.e., evaluate and score laboratory proposals; facilitate recommendations for laboratory placement; and assist with onsite laboratory preparation and hands-on setup/tear down, as needed.
4. Assess laboratory budget, equipment, supplies, and curriculum in-conjunction with the laboratories subcommittee and ACVS continuing education logistics manager.
5. Assist CEC members, laboratory chairs, and laboratory instructors in understanding their commitment and meeting deadlines according to the CE calendar.
6. Aid with evaluating and budgeting for Summit guest speakers.

7. Review CE-related surveys developed by staff. Review and utilize survey outcomes when facilitating program development conversations with subcommittees.
8. Approve final CE program content with CE director.
9. Serve as a content expert resource to ACVS staff to identify program highlights for CE marketing.
10. At the Summit, attend a range of laboratories to observe delivery, content, and attendance and gather real-time, informal feedback from laboratory chairs and instructors. Presence required at the Mark W. Allam Lecture and Awards Ceremony, Diplomates' Annual Business Meeting, CEC committee meeting and Summit-wide social events (e.g., Scientific Poster Presentation and Reception and Summit Happy Hour).
11. Review annual budget developed by staff to assure compliance with ACVS fiscal policies.
12. Participate in five annual CEC meetings: a virtual winter introductory meeting, a virtual spring meeting, a virtual or in-person summer meeting, an in-person meeting in conjunction with the Summit in October, and a virtual post-Summit debrief.
13. Participate in monthly CEC leadership team meetings with ACVS staff, facilitated by the CE director.

### **Position Term**

Five years, with the possibility of reappointment.

### **Compensation**

The CE assistant director receives a stipend, paid quarterly. The stipend is approved annually as part of the CE budget.

For attendance at the Summit, the CE assistant director receives

- reimbursement for actual round-trip coach/economy airfare to the Summit, subject to ACVS reimbursement policies;
- complimentary accommodations at a Summit headquarter hotel, or less expensive hotel, Monday–Saturday; and
- complimentary Summit registration.

### **Implicit Bias Training**

ACVS is committed to and values diversity, equity, and inclusion (DEI) and embraces the perspectives that DEI generates. To support this commitment, the director and all members of the CEC are required to complete implicit bias training.