

Position Available

At this time the Executive Committee of Beta Beta Beta Biology Honor Society is formally announcing an opening for Executive Director of Beta Beta Beta Biology Honor Society and seeking qualified applicants. Resumes with 3 letters of recommendation may be sent to the President Dr. Julie Ballenger, Columbus State University email ballenger_julie@columbusstate.edu or tribeta@una.edu.

Position Title: Executive Director, Beta Beta Beta Biological Society

Duties

1. Someone directly or indirectly affiliated with a University/Biology Department, with an understanding and appreciation for Tri Beta, background and interest in biology are important.
2. Web design talents or willingness to oversee web design
3. Database management or oversee someone that can maintain a database
4. Bookkeeping and Record keeping of membership payments, and access to BIOS a Quarterly Journal
4. Management of induction materials, scholarships, and awards
5. Management of regional and national conventions including planning of the national convention.
6. Manage budget of approximately \$500,000
7. Will be responsible to and report to the National Executive Committee.

Required qualifications:

Knowledge of and support for the TriBeta mission

Excellent written and oral communication skills

Manage National Office for Beta Beta Beta and all archival and historical records of the society

Skill with Microsoft Office (excel, word, and access database) and business software PayPal and QuickBooks and CVENT (an event software used for the national convention)

Register approximately 10,000 members/year, maintain databases, and communicate with chapters on a regular basis by email, phone, or US Mail

Coordinate and distribute awards to members and chapters

Self-motivated

Degree in business and/or life science

Will need to hire and effectively supervise an office staff that will work in the local office and remotely.

Preferred qualifications:

Direct or indirect association with a college or university with a TriBeta chapter

Experience in the non-profit sector and/or society

Starting date Summer 2022

Salary: This is a full-time position; salary is negotiable depending on qualifications.

Deadline for applications: Preference will be given to applications submitted by February 4th 2022. Application review will begin February 4th and continue until the position is filled.

Location: The office is currently located at the University of North Alabama, Florence, AL 35632

Application procedure: Submit online

Cover letter/letter of application addressing duties and qualifications

Resume

Three references with email and current contact information

To:

Dr. Julie Ballenger, President

Beta Beta Beta Biology Honor Society

Biology Department

Columbus State University

Columbus, GA

Email ballenger_julie@columbusstate.edu