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