

Position: Associate Scientific Program Chair 2024, 2025, 2026



Starting Date: Three-year term begins immediately upon selection.

Description and Duties: ASTMH, primarily through its Annual Meeting but increasingly through additional events, provides premier international forums for the exchange of advances in tropical medicine/global health research and clinical care. To maintain the scientific program's high level of excellence and continued innovative new directions and platforms, ASTMH seeks an Associate Scientific Program Chair (ASPC). The ASPC will work closely with the Scientific Program Chair, Scientific Program Committee, and staff to develop and execute scientific and clinical content for ASTMH.

The ASPC will assist with scientific, educational, and administrative responsibilities related to the scientific and education programs and report directly to the Scientific Program Chair. Workload will range in frequency and intensity depending on the time of year. Specific duties include:

- Assist the Scientific Program Chair and Scientific Program Committee with the review, selection, and presentation of the large amount of scientific and clinical information submitted through the Call for Symposia and Call for Abstracts processes
- Serve as a liaison between the Scientific Program Chair, Scientific Program Committee, subgroups, and committees and task forces as appropriate
- Ensure the timeliness and appropriate scope of topics for the Annual Meeting, with particular regard for the interests and productivity of the Society's trainees and junior investigators and clinicians
- Contribute to career development efforts for inclusion and diversity in the Annual Meeting schedule

The ASPC will be invited to attend the Board of Directors meetings when the agenda features discussion about the Annual Meeting. At this point, Board meetings are virtual except for the meeting held during the Annual Meeting. Since the ASPC is not an elected or appointed member of the Board, participation in Board Meetings will be limited to the duration of the Annual Meeting report. In addition, the ASPC will not have access to the Board information packet. While the ASPC is encouraged to participate in discussion during the Annual Meeting portion of the Board meeting, this position will not make or second motions or vote.

Eligibility: To further the development of the Society's early-career members, faculty who have completed their terminal degree within 5-10 years are encouraged to apply. Applicants must have at least 3 years of consecutive and current ASTMH membership and have attended at least two Annual Meetings or other ASTMH events during that time. International members are encouraged to apply.

Selection Criteria: Applicants will be selected based on:

- Willingness to commit to carrying out the mission of the Society through the Annual Meeting program
- Credentials in educational/research endeavors, breadth of knowledge and experience in the tropical medicine/global health field (candidates with basic science and translational research experience are encouraged to apply)
- Demonstrated organizational, analytical, and time management abilities

Any member meeting the criteria, including those outside the United States, are encouraged to apply.

Terms and Compensation: Three-year term (ending at the close of the 2026 Annual Meeting), to be renewed at the discretion of the Scientific Program Chair in consultation with ASTMH leadership. The yearly honorarium, set by the Board of Directors, is \$10,000 USD.

With respect to travel related to the Annual Meeting, please note:

- ASTMH will cover expenses for six nights hotel (room and tax charges).
- The ASPC is responsible for the registration fee and all other travel-related expenses to attend the Annual Meeting (i.e. airfare, meals, ground transportation, incidental expenses).
- While the ASPC does not attend the Annual Meeting site visit to inspect the conference venue (in an effort to streamline these visits and manage costs), the Scientific Program Chair and staff will share pertinent information about the venue to assist the ASPC in his/her role.

Candidate Application Instructions: Deadline for submission is January 31, 2024. Please submit your application to Shaima Abdul-Aziz, Project Manager, at sabdul-aziz@astmh.org and provide the following items:

- 1) Curriculum vitae or NIH format biosketch
- 2) Letter of Interest of no more than 2 pages that describes:
 - Reasons for interest in the position
 - Short- and long-term career objectives and how these relate to ASTMH's mission
 - Interest and experience in inclusion and diversity activities and mentoring diverse groups
 - Prior pertinent experience including efforts requiring organization, multiple timelines, and working across a range of individuals and groups
 - Name/contact information of two ASTMH members who can serve as references