Development Support and Administration Specialist

What you’ll do:

Administrative:

• Review and communicate with developers and designers regarding online and synchronous education drafts to ensure necessary components are included.
• Prepare incoming education program proposals for further review. Conduct preliminary research for history on similar programs. Communicate with individuals regarding their proposal status.
• Send notifications regarding revisions, additions and/or deletions to education materials to instructors, students, and delivery teams. Notify instructor and students of special instructions prior to start of class.
• Coordinate electronic exam versions with Classroom Education to determine release/retirement dates.
• Compile education research from association and Internet sources.
• Respond to questions from development teams and students.
• Prepare and monitor status of developer and reviewer contracts.
• Prepare invoices for developer and reviewer honorariums and expense reports. Monitor to ensure that payments are processed.
• Other responsibilities and duties as assigned.

Proofreading, Revising, and Reporting:

• Conduct review of electronic and print material as needed during quality assurance processes.
• Revise and maintain database course description pages and other website pages.
• Revise and maintain online education course template pages.
• Create, evaluate, update, and implement Standard Operations Procedures (SOPs) documents for production of education materials.
• Update and maintain reports for technology-based education, including course evaluations and Excel reports. Includes maintaining PowerPoint slides for new/revised education programs for quarterly webinars for instructors and Chapters.

What you’ll bring to the table:

At least 3 years of experience in administrative services, including:

• Bachelor’s degree, preferably in English, Journalism or Communications or equivalent work experience, with knowledge of real estate, appraisal, business, and/or finance preferred
• Excellent written and verbal communication skills
• Proofreading proficiency
• Proficient in MS Office (Word, Excel, PowerPoint, Outlook) and working knowledge of Adobe Acrobat
• Knowledge of basic HTML formatting/editing
• Accuracy and attention to detail
• Time management and organization skills
• Ability to independently prioritize work assignments for variety of projects at various stages and meet deadlines
• Flexibility to adjust to changing priorities
• Experience in educational setting preferred
**What we offer:**
We offer an excellent benefits package including – medical, dental, vision, PTO, & 401(k), a majority remote work environment and, a convenient loop location close to public transportation for when you do come into the office, as well as a 37.5 hour work week and flexible start time.

**Interviews:** Virtual

**Job location:** Remote

**Travel Requirements**
2% annual travel

Please submit your resume to careers@appraisalinstitute.org