



Job Description: ASLE Professional Liaison Coordinator

(Term: 3 years)

The Professional Liaison Coordinator (PLC) serves an important public relations role for ASLE by managing our professional affiliations with a variety of other organizations in the field, as well as relations with various ASLE internal groups. This is an appointed position, with a term of three years, renewable once upon the mutual agreement of ASLE leadership and the current PLC.

The PLC needs to work consistently to make sure that ASLE's obligations are being met in our formal relationships. This includes ensuring that panels at various non-ASLE conferences are properly submitted and chaired, as well as performing outreach to new groups, either directly or with the assistance of interested members who volunteer their services. ASLE's Strategic Plan puts an emphasis on diversity, so ideally the PLC will have (or will be willing to cultivate) contacts from numerous organizations and disciplinary areas to ensure that ASLE meets this strategic initiative.

Responsibilities Include:

- Coordinates ASLE's formal affiliations with other professional organizations, including but not limited to:
 - Maintaining a list of current professional affiliated organizations and ASLE liaisons to each one, and updating the ASLE Managing Director and President when any changes occur to this list;
 - Evaluating requests for new or continuing Affiliate organizations, including notifying organizations of their affiliate status, and requesting renewals according to the established schedule;
 - Assuring that there is an active liaison for each of ASLE's affiliated professional organizations;
 - Working with affiliate liaisons and the Managing Director to maintain an up-to-date schedule of when affiliate conferences are held and when CFPs are generated;
 - Working with affiliate liaisons to ensure there is a qualified chair person for each of the sessions that ASLE hosts at the affiliate organizations' conferences;
 - Working with the ASLE Executive Council and Officers, as well as the Diversity Coordinator, to identify new organizations for formal partnerships and affiliations, and pursuing these new affiliations by making appropriate contacts and completing any necessary paperwork or correspondence.
- Works with liaisons to ensure that any Calls for Papers, Manuscripts, or related items are generated and disseminated to the listserv and other outside sources and forwards them on to the Managing Director for posting to the web.
- Coordinates oversight of ASLE's Interest Groups, including but not limited to:
 - Maintaining a list of groups and group moderators and updating the ASLE Managing Director and President when any changes occur;
 - Evaluating requests to form new Interest Groups;
 - Assuring there is an active moderator or moderators for each Interest Group;
 - Requesting brief yearly updates from moderators about interest group activity and any activity between interest groups and outside organizations, (such as ASLE-sponsored panels at other conferences).
- Attends the annual meetings of ASLE's Executive Council. Although he/she is not a voting member, the PLC's very active and ongoing work on behalf of the organization makes attending these annual meetings important for clear communication within the organization.

To apply for this position, please send a letter of application and a CV or resume, via email as PDF or Word attachments, to info@asle.org by **March 18, 2022**. Feel free to inquire if you have any questions about the office, duties or statement.