



Job Description

Job Title: Administrative Assistant

Reports to: Operations Associate

Location: Baltimore, MD

Position Description: The Global Virus Network seeks an Administrative Assistant to coordinate office administrative duties, scheduling, and program support as needed. Working with the President, Vice President, other staff members, GVN Academic Centers of Excellence and GVN scientists, the GVN Administrative Assistant will be responsible for providing administrative and logistical support to the GVN team and its Centers.

ESSENTIAL FUNCTIONS:

- Coordinate with staff in scheduling and managing meetings and events
- Assist with meeting logistics, materials, and maintaining records
- Provide administrative and project support to ensure workplace productivity
- Organize travel by booking accommodations and reservations needs as required.
- Update mailing lists
- Update paperwork, maintain documents and word processing
- Coordinate events as necessary
- Perform general office clerk duties and errands.
- Other assigned duties

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree or equivalent work experience
- 3+ years of experience providing administrative support in a professional office atmosphere
- Strong organizational and time management skills
- Ability to work in a fast-paced environment
- Strong communication and interpersonal skills

- Ability to prioritize and manage multiple duties and tight deadlines
- Ability to exercise good judgement with a proactive approach

HOW TO APPLY:

Please submit a cover letter, resume, and salary requirements to careers@gvn.org with “Administrative Assistant” in the subject heading. Applications will be reviewed on a rolling basis until position is filled.

About the Global Virus Network (GVN)

The Global Virus Network (GVN) is essential and critical in the preparedness, defense and first research response to emerging, existing, and unidentified viruses that pose a clear and present threat to public health, working in close coordination with established national and international institutions. It is a coalition comprised of eminent human and animal virologists from 62 Centers of Excellence and 11 Affiliates in 34 countries worldwide, working collaboratively to train the next generation, advance knowledge about how to identify and diagnose pandemic viruses, mitigate and control how such viruses spread and make us sick, as well as develop drugs, vaccines and treatments to combat them. No single institution in the world has expertise in all viral areas other than the GVN, which brings together the finest medical virologists to leverage their individual expertise and coalesce global teams of specialists on the scientific challenges, issues and problems posed by pandemic viruses. The GVN is a non-profit 501(c)(3) organization. For more information, please visit www.gvn.org. Follow us on Twitter @GlobalVirusNews