

**Position Title:** Member, ASHG Career Development Committee (CDC)

[ROSTER](#) | [ACTION PLAN](#)

**Work Location:** Primarily remote, face-to-face at Spring meeting in North Bethesda, MD and at Fall annual meeting location

**Impact/Description:** The committee shall recommend, and upon approval by the Board of Directors, carry out activities concerned with the training and career development of ASHG members. The committee will guide career fairs, career panels, mentoring, etc., with an initial focus on career needs during the training and early-career periods. Topics might include careers outside academia; mentoring; soft skills; work-life balance and mental health; lab management; grant writing; etc.

**Position Roles and Responsibilities:**

- Provide input and recommendations to the board for strategic planning and other decisions in areas that support the Society's goals, mission, and resources.
- Meet in person twice per year, once in the early spring in North Bethesda, MD and once at the annual meeting. Travel expenses are paid by ASHG for the spring meeting; A registration discount is provided for the annual meeting.
- Participate in monthly conference calls.
- Participate in additional email communications and conference calls as necessary to both plan for career-related events at the annual meeting and to address the broader needs of the ASHG trainee and early-career professionals' community.
- Participate in one to three sub-committees of the CDC.
- Participate in ASHG's Trainee Forum (Facebook group) on a regular basis by contributing content/posts, as well as engaging other Forum members in conversation.
- Other duties as needed.

**Qualifications:**

- Current ASHG membership is required
- Working toward an advanced degree (e.g., MS, MD, PhD), or have received your advanced degree.
- Leadership skills
- Interpersonal skills, including tact and diplomacy
- Good oral and written communication skills
- Understands the roles and responsibilities of the CDC

**Commitment:**

- 3 years (about 3 hrs/month)

## ASHG CAREER DEVELOPMENT COMMITTEE (CDC)

### **Benefits:**

- Leadership training and experience
- Networking opportunities with peers and leaders in the human genetics field
- Help advance trainee and early-career professional development in the field of human genetics
- Receive a Certificate of Service

### **Orientation:**

A phone conference will discuss the expectations of the members and the role the members will play in different tasks.

**Committee Website URL:** <https://www.ashg.org/about/committees/career-development-committee/>