

CMLA ADMINISTRATIVE ASSISTANT

Purpose of position: Assist in the day-to-day operations of the Commission for Motion Lab Accreditation (CMLA). This is a part-time position with an expected commitment of 15-20 hrs./month.

Qualifications

Required:

- B.S. in biological, kinesiological/biomechanical, bioengineering, or health science field.

Preferred:

- Experience in a field related to CMLA Board activities.

Skills & Competencies

Required:

- Computer Proficiency: proficiency in basic computer applications such as Microsoft Office (PowerPoint, Word, Excel), e-mail, the Google Workspace suite of tools, and internet.
- Communication: documented excellence in verbal, written and interpersonal communication skills.

Preferred:

- Prior administrative experience

Responsibilities

- Assist the President (~ 4-6 hrs./month)
 - Set up monthly BoD zoom meetings, sending our reminders and necessary documents, e.g., draft agendas, etc., for meetings.
 - Maintain and update a CMLA calendar to include all meetings, deadlines, public presentations, etc. that involve BoD members, committees, or tasks forces. Review weekly to assure it reflects all commitments by the BoD.
 - With timely written communication with constituents, i.e., accreditation applicants.
- Assist the Secretary (~ 4 hrs./month)
 - Attend all monthly and annual Board of Directors meetings and document board actions by taking meeting minutes. Finalized minutes will be proofed by CMLA Secretary and CMLA President, then voted on by full BoD at the next scheduled meeting.
- Assist the Review Panel Coordinator (RPC) (~ 4-6 hrs./month)
 - Manage Excel spreadsheet of applicant timelines: 1) application received, 2) check received 3) review panel team make-up, etc.
 - Assist in other activities as assigned by the RPC
- Assist Board committees with documentation, as needed.

Posting:

Administrative Assistant

Commission for Motion Laboratory Accreditation (CMLA)

The **Commission for Motion Laboratory Accreditation (CMLA)** is seeking a detail-oriented and motivated **Administrative Assistant** to support the operations of a national organization dedicated to advancing quality and excellence in clinical motion analysis laboratories.

This **remote position** is ideal for an individual who is highly organized, comfortable working independently, and interested in healthcare, biomechanics, rehabilitation, or movement science. The expected time commitment is **approximately 15–20 hours per month**, offering flexibility while supporting meaningful work in the field of clinical gait and movement analysis.

Key Responsibilities

- Provide administrative support to CMLA leadership, committees, and accreditation activities
- Manage correspondence, scheduling, and documentation related to accreditation processes
- Assist with meeting coordination, agenda preparation, and meeting minutes
- Maintain organized records, databases, and accreditation materials
- Support website updates, communications, and outreach efforts as needed
- Serve as a professional point of contact for laboratories, reviewers, and stakeholders

Preferred Qualifications

- Strong organizational, time-management, and communication skills
- Proficiency with common office software (e.g., email, word processing, spreadsheets)
- Ability to manage multiple tasks with attention to detail
- Experience in administrative support, healthcare, academic, or nonprofit settings is preferred
- Interest in clinical gait analysis, biomechanics, rehabilitation, or related fields is a plus

Application Instructions

Interested applicants should submit:

1. A **CV or resume**, and
2. A **cover letter** that addresses the following question:

What do you know about instrumented gait analysis (IGA) and its impact on individuals with movement disorders?

Application materials should be submitted electronically to:

jkrzak@midwestern.edu

Shorter Version:

Administrative Assistant (Remote, Part-Time)
Commission for Motion Laboratory Accreditation (CMLA)

The Commission for Motion Laboratory Accreditation (CMLA) is seeking a detail-oriented **Administrative Assistant** to support accreditation and administrative activities for a national organization advancing excellence in clinical motion analysis.

- **Remote position**
- **Time commitment:** ~15–20 hours per month

Responsibilities include: administrative support, coordination of meetings and documentation, communications, and support of accreditation processes.

Ideal candidates are highly organized, strong communicators, and interested in healthcare, biomechanics, rehabilitation, or movement science.

To apply, please submit:

- CV or resume
- Cover letter answering: *What do you know about instrumented gait analysis (IGA) and its impact on individuals with movement disorders?*

Send materials to: jkrzak@midwestern.edu