Job Announcement

Business Coordinator – Part-Time Position

AASCU

The American Association of State Colleges and Universities (AASCU) for more than 50 years has been a transformative influence in American public higher education through advocacy, leadership and service. AASCU is a Washington-based higher education association of more than 400 public colleges, universities and systems. AASCU is seeking a part-time employee to play a support role supporting the AASCU Penson Center for Professional development division (APC).

Position: Business Coordinator

Position Summary: The APC Business Coordinator is the individual who is the chief support person to the Executive Director and Associates within APC by providing basic business and administrative services. The Business Coordinator shall report to the AASCU VP Administration and Finance and the APC Executive Director for purposes of providing services to the APC.

The hours are 20 hours per week, Monday through Friday between 11:00am – 3:00pm. This position is Associate-focused and will require flexible scheduling with supporting the Associates and Executive Director.

Responsibilities

1. Complete letters of agreement (LOAs) in consultation with the Associates and the Executive Director
2. Work with the Executive Director to develop tailored or alternative LOAs when a system or state requires use of specific format or contractual language
3. Calculate amount due to associates based on contract completion and forward calculation to AASCU’s Accounting department for payment.
4. Develop subcontractor agreements when outside expertise is brought on to work on projects
5. Monitor and coordinate ongoing business services provided by AASCU, including, receiving and depositing checks from client institutions
6. Develop monthly project status reports, including working with the Associates to gather the information required it
7. Provide financial and related information in support of APC Associates submitting proposals in response to RFPs
8. Effectively communicate with Associates and institutions regarding contract documents and invoices
9. Single point of contact for the Associates and interacts with AASCU’s Account Payable manager to respond Associates and Institutions regarding payments and reports.
10. Other requirements and duties as assigned

Qualifications

1. Knowledge of accounting or bookkeeping
2. Ability to analyze contractual agreements and assess implications
3. Excellent interpersonal and communication skills
4. Demonstrated ability to work effectively with diverse individuals, including APC Associates and representatives
5. Uncompromising integrity
6. Flexibility with schedule

TO APPLY

Please send resume with cover letter to: HR@aascu.org. Expressions of interest received by February 12, 2015 will be considered. Materials should include a cover letter, current resume and complete contact information for three professional references. All applications will be considered highly confidential.