Operations Coordinator

Washington DC-based national higher education association seeks a person to manage and maintain the ongoing processes, programs, and data flow for college degree programs offered by member colleges within Servicemembers Opportunity Colleges, a federally-funded program within the American Association of State Colleges and Universities (AASCU).

Key job functions:

• coordinate the ongoing integration, revision, and review of membership requirements for members of the program;
• ensure quality and accuracy of data, publications, and web site content;
• manage multiple projects include publications, yearly institutional performance evaluations, and collection of survey data;
• serve as part of the division’s leadership team, including the possible supervision of staff members;
• provide both internal and external training as appropriate;
• communicate with various constituents in a professional, timely manner;
• participate in educational conferences as requested;
• other duties as assigned.

For immediate consideration, a candidate should have:

• A Master’s degree and 3 years experience or combination of equivalent education and work experience;
• Program and project management experience;
• Strong attention to detail; demonstrated organizational and data analysis skills;
• The ability to write and speak clearly and professionally;
• Proficiency in using computer databases, spreadsheets, and word processing;
• Excellent proofreading ability.
• Some MacOSx experience preferred
• Knowledge of academic, curricular and articulation matters at higher education institutions, and voluntary postsecondary education programs of the military Services desirable.

Salary: $58,000 - $61,000 commensurate with experience. EOE/AA.

Review of applications will begin immediately. Submit cover letter and resume no later then March 27th to hr@aascu.org

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