POSITION DESCRIPTION

POSITION: Division Coordinator
CLASSIFICATION: Coordinator
REPORTS TO: Vice President, Government Relations and Policy Analysis
DIVISION: Government Relations

ABOUT AASCU

AASCU is the collective voice of nearly 400 public colleges, universities, and systems that hold students and community at the heart of their mission. The association works to expand student access, success and opportunity, promote world-class teaching and experiential learning tied to career advancement, and support applied research and service that advances economic development and quality of life in communities across the country.

ABOUT THE DIVISION

The Division of Government Relations is responsible for representing the interests of AASCU and its members before the federal government, elected officials, stakeholders in and out of Washington, D.C., the media, and other sectors of the higher education community. The division directly gathers, analysis and disseminates information to inform policy positions and actions the organization pursues. The division also oversees AASCU’s Grants Resource Center and its membership base in support of respective offices of sponsored research.

EXPECTATION FOR ALL EMPLOYEES

Supports the organization’s mission, vision, and values by exhibiting the following behaviors: commitment to diversity and equity, excellence and competence, collaboration, innovation, accountability, ownership, and adherence to policies and procedures.

SUMMARY OF POSITION

• The Division Coordinator works with the Division of Government Relations and Policy Analysis, with a backup support for the Office of the President. This position will report directly to the Vice President, Government Relations and Policy Analysis.
• The position is responsible for executing and coordinating daily administrative operations within the Government Relations Division. The position supports the daily administrative needs of the Vice President, as well as the divisions’ staff.
• The incumbent must be able to multi-task and be mission and results driven. The ideal individual should exercise good judgment, possess strong written and verbal
communication, administrative and organizational skills. The Division Coordinator should be able to work independently and have discretion with handling confidential and sensitive information.

DUTIES AND RESPONSIBILITIES

- Support division leadership and staff with general operational and logistical support tasks
- Assist with day-to-day management and coordination of activities and relationships with federal governmental bodies related to legislative and regulatory efforts
- Manage Division Vice President’s calendar as well as other scheduling assistance for the department as needed
- Plan and schedule face to face and virtual meetings, presentations, and other office-related events with AASCU members, stakeholders, elected officials, their representatives, and governmental agencies; prepare and disseminate the agendas, send reminders regarding upcoming meetings and appointments
- Handle logistics of pre-conference meetings, webinars, academies, and symposia
- Schedule division and area staff meetings and retreats and maintain agendas and minutes
- Manages relationships and logistics with external vendors when needed
- Assists in keeping departmental content up to date on the AASCU website, including monitoring, facilitating, and uploading content for the Policy and Advocacy page
- Assists in the preparation of general correspondence to both internal and external constituents
- Administer communication of information in and out of the office, including letters, emails, memos, etc. (paper and electronic)
- Support division projects including weekly updates and cross-departmental outreach for status checks
- Maintain a positive and professional communication with variety of constituents that the division serves and works with—presidents, their personal assistants, government relations staff, campus leaders, consultants, vendors, and other higher education stakeholders
- Assist in preparation of presentation materials
- Perform general accounting and budget duties, including processing invoices and payment requests in central accounting system
- Maintain current databases of information as needed, for example AASCU members and government relations staff, congressional staff, and other contacts
- Schedule travel arrangements for division leadership and staff
- Provides general support for division staff including monitoring office supplies, scheduling meetings, handling general requests for support, and related administrative tasks
- Establish and maintain well-organized, comprehensive paper and electronic filing system

QUALIFICATIONS
• Bachelor’s Degree required
• 2-3 years prior professional work experience
• Higher education and/or government relations team experience desired
• Prior experience supporting Vice Presidential level professional or above, preferably in an association or nonprofit setting
• 2+ years of experience in an office environment with similar responsibilities
• Ability to work effectively in both face-to-face and virtual settings using variety of technology tools such as MS Teams, Zoom, RingCentral, etc.
• Extensive knowledge of Microsoft Suite and other tools
• Familiarity with iMIS database, Magnet Mail, Informz, and web development software a plus
• Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly, working efficiently toward completing them
• Experience working on a diverse team and with different communication styles
• Strong interpersonal and customer service skills
• Excellent verbal and written communication skills including writing, editing, proofreading, and e-mail etiquette, including fast, proficient, and accurate typing skills
• Conveys information in a way that is confident, professional, and easy for others to understand
• Excellent project management skills
• Establishes and maintains relationships to implement improvements
• Experience with complex electronic file management
• Demonstrated ability to apply innovative and resourceful solutions to solve complex challenges with analytical thinking
• Resourceful team-player and self-starter, with the ability to work independently
• Effectively participates as part of a team and possesses the ability to balance personal achievement with group goals
• Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response
• Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
• Acts in a way that demonstrates integrity and serves as a positive example
• Adheres to all policies and procedures identified by the Association

COMPENSATION, BENEFITS, AND LOCATION

Compensation is competitive and commensurate with experience. Generous benefits package that includes medical, dental, vision insurance; 15 paid holidays plus additional annual leave; above market contribution to company sponsored 403(b) retirement plan; tuition assistance, on-site fitness facility, 24/7 building security, secured bike storage and more. Additionally, available underground public parking is accessible for all employees at their own expense.

This is a full-time position located at AASCU’s headquarters in Washington, D.C. AASCU staff are currently required to be in the office in a hybrid schedule of 2 days in the office and 3 days
optional remote. All AASCU staff are required to be fully vaccinated including boosters as recommended by the CDC schedule.

Applications will be accepted on a rolling basis and only those selected for an interview will be contacted.

EQUAL OPPORTUNITY EMPLOYER

AASCU is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

COMMITMENT TO DIVERSITY

AASCU is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in all Association policies and the way we do business at AASCU.