POSITION DESCRIPTION

POSITION: AIT Division Coordinator

REPORTS TO: VP Academic Innovation and Transformation

DIVISION: Academic Innovation and Transformation

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 Academic Innovation and Transformation is responsible for the development and management of academic initiatives and activities with the goal of transformation at the institution and individual student level. The Division advances academic initiatives at AASCU’s nearly 400 member campuses, who serve a vital and diverse population of students nationwide.

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

AIT Division Coordinator is responsible for executing and coordinating administrative operations within the Division of Academic Innovation and Transformation. The position supports the daily administrative needs of the Vice President for AIT, as well as the leadership and staff in the functional areas of civic engagement, international education, and student success.

DUTIES AND RESPONSIBILITIES

- Support division leadership and staff with general operational tasks;
- Answer division phone in a professional manner and direct calls to appropriate persons or take detailed messages.
• Manage Division calendar as well as multiple staff calendars.
• Plan and schedule face to face and virtual meetings, presentations, and other office-related events; send reminders regarding upcoming meetings and appointments.
• Manage logistics of pre-conference meetings, webinars, academies, and symposia.
• Schedule division and area staff meetings and retreats and maintain agendas and minutes.
• Manage communication of information in and out of the office, including letters, emails, memos, etc. (paper and electronic);
• Manage projects in support of the Division
• Maintain a positive and professional communication with variety of constituents that the division serves and works with—presidents, provosts, campus leaders, consultants, vendors, and other higher education entities.
• Collect and distribute incoming mail; prepare outgoing mail and packages.
• 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 regarding members.
• Schedule travel arrangements for division leadership and staff.
• Reconcile credit card invoices for division leadership and staff.
• Establish and maintain well-organized, comprehensive paper and electronic filing system.
• Monitor office supplies: order and re-stock as needed.
• Ensure office is kept clean and organized at all times.
• Update and maintain the division orientation guide.

QUALIFICATIONS

• Commitment to AASCU mission, vision, and values.
• Bachelor’s degree
• 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.
• Excellent project management skills
• Extensive knowledge of Microsoft Suite and other tools
• Effective communicator, both orally and written
• Excellent customer service skills
• Fast, proficient, and accurate typist
• Self-starter who works well independently
• Ability to prioritize given tasks and work efficiently towards completing them
• Detail-oriented and exceptional organizational skills
• Experience with complex electronic file management
• Strong problem solver and analytical thinker
• Professional demeanor
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.