The Association of American Universities, an association of 62 leading public and private research universities, is seeking to fill the position of Federal Relations Assistant.

The Federal Relations Assistant provides general administrative support for multiple members of the AAU staff, serves as the front line contact to screen and handle high level inquiries, schedules multiple meetings and conference calls, and communicates extensively with AAU members.

The Federal Relations Assistant maintains, updates, and tracks records in AAU’s association management system, updates content on AAU’s website, and assists in the planning and execution of an AAU member constituent group.

Applicants should be proactive and detail-oriented; have excellent organizational, writing, and editing skills; and be able to work under pressure with competing priorities and deadlines. Applicants with experience using website content management and association management systems are preferred.

Applicants should have at least one to three years of applicable experience. A bachelor’s degree is preferred. AAU offers a competitive salary and excellent benefits, as well as opportunities for educational and career development. AAU is an equal opportunity employer.

Cover letter, resume, and salary requirements should be emailed or mailed by June 1, 2015 to:

- Email: jobs@aau.edu. (Please refer to Federal Relations Assistant in the subject line)
- Roxanne Murray, Chief Operating Officer
  1200 New York Ave., NW Suite 550
  Washington DC 20005