



JOB TITLE: POLICY ASSISTANT
LOCATION: WASHINGTON, DC
REPORTS TO: ASSOCIATE VICE PRESIDENT FOR POLICY AND ASSOCIATE VICE PRESIDENT FOR FEDERAL RELATIONS
FLSA STATUS: NON-EXEMPT

SUMMARY: The Policy Assistant provides general administrative support for two members of the AAU staff. Serves as the front line contact to screen and handle high level inquiries, as well as phone, email, and mail requests, as appropriate. Communicates extensively with internal and external colleagues and maintains a high level of customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to meet business needs.

- J Screens telephone calls and meeting requests, handles routine inquiries independently with personal knowledge of supervisors' activities.
- J Schedules meetings, telephone calls, conference calls, and webinars, for supervisors; creates agendas, participates in meetings and takes notes, and ensures follow-up is completed as needed.
- J Schedules meetings on Capitol Hill and elsewhere with AAU staff and constituent members, uses AAU's online reservation system to schedule meetings in AAU's conference room(s). Anticipates schedule conflicts, preparation and travel time, and other events which might impact schedule.
- J Uses knowledge of AAU practices and priorities to proactively respond to daily issues and requests; provides organizational support related to daily workflow and determining action items and priorities. Drafts, prepares and distributes correspondence and documents on behalf of supervisors, including creating initial drafts, proofing, editing, formatting, and working with mass emailing software (Exact Target).
- J Maintains, updates and tracks records in AAU's database (Association Management System), retrieves and relays information from database.
- J Provides materials to and maintains committee, task force, and listserv lists and coordinates conference calls and occasional in-person meetings; manages supervisors' commitments to steering committees, advisory groups, boards, and other external groups.
- J Uploads supervisors' content to the AAU website.
- J Administers supervisors' travel and prepares itineraries, prepares supervisors' expense reports, check requests, credit card reconciliations in accordance with AAU policies and procedures, organizes and maintains paper and computer files.
- J Fills in for other Administrative Assistants as necessary.
- J Performs other duties as assigned.
- J **Grant-Funded Initiatives Support (STEM and PhD Education Initiatives)**
 - o Administers and coordinates travel for AAU research team and external consultants.
 - o Schedules meetings, telephone calls, conference calls, and webinars; creates agendas, participates in meetings and takes notes, and ensures follow-up is completed as needed.
 - o Provides logistical support for the STEM and PhD Education Initiatives Advisory Boards.
 - o Prepares renewal consultant contracts annually and monitor other annual submissions.
 - o Prepare check requests for consultant invoices, advisory board reimbursements, and mini-grants.
- J **STEM Network and Department Chair Workshops**
 - o Gathers content and disseminates meeting materials.
 - o Coordinate with the Director of Meetings for logistics of the annual conferences in advance and on-site.
 - o Works with the Associate Vice President for Policy and Higher Education Project Coordinator on program content and confirmation of speakers in addition to providing on-site support for the staff and the meeting participants. Assists Director of Meetings on-site with logistics as necessary.
- J **Association of Graduate Schools (AGS – Graduate Deans)**
 - o AGS annual conference - works with the Associate Vice President for Policy, the Federal Relations Associate, and the AGS Executive Committee on program content and confirmation of speakers, in addition to providing on-site coordination and support.
 - o Coordinates with the Director of Meetings for logistics of the annual AGS conference in advance of the meeting.

- Assists AAU Associate of Graduate Schools (AGS) Executive Committee, coordinating conference calls and in-person meetings, maintains current membership list, facilitates AGS Executive Committee communication with AGS members as needed.

J **Reform of Undergraduate STEM Education (CRUSE) Coalition**

- Responsible for hosting monthly coalition meetings at AAU by collaborating with CRUSE director, ensuring meeting space is reserved, conference call lines are set-up, and meeting notes are taken.

QUALIFICATIONS/REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- J Superior organization and prioritization skills; advanced writing and editing skills; varies writing style as needed.
- J Resourcefulness and ability to work proactively - thinking ahead in regards to the calendar.
- J Flexibility and willingness to work in situations of flux; must adapt to changes in the work environment; managing competing demands; able to deal with frequent changes; ability to work in a fast turn-around environment; demonstrates willingness and ability to work alone and on a team.
- J Ability to communicate effectively with staff as well as external members.
- J Works with integrity and ethically; must follow AAU's policies and procedures; is consistently at work and on time; ensures work responsibilities are covered when absent.
- J Willingness to take ownership for wide-ranging responsibilities; demonstrates accuracy and thoroughness; looks for ways to improve and monitors own work to ensure quality.
- J Must have a working knowledge and display an advanced level of skill in the Microsoft Office suite 2010 or later.
- J Experience working with Office 365, SharePoint, association management systems, mass email systems, and website content management systems is preferred.

EDUCATION AND TRAINING/EXPERIENCE: College degree preferred; 1-3 years of administrative support. Experience in non-profit and/or higher education preferred.

OCCASSIONAL TRAVEL IS REQUIRED.

SUPERVISORY RESPONSIBILITY. This position has no supervisory responsibilities. However, the Policy Assistant is expected to coordinate efforts with key personnel in the department and the Association to achieve the position's purpose.

WORK ENVIRONMENT. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

POSITION TYPE AND EXPECTED HOURS OF WORK. This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m.

MUST BE CURRENTLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE U.S.