JOB TITLE: FEDERAL RELATIONS ASSISTANT - 2  
LOCATION: WASHINGTON, DC  
REPORTS TO: ASSOCIATE VICE PRESIDENTS FOR FEDERAL RELATIONS  
FLSA STATUS: NON-EXEMPT

SUMMARY: The Federal Relations Assistant - 2 provides general administrative support for multiple members of the Federal Relations 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.

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

- Screens telephone calls and meeting requests, handles routine inquiries independently with personal knowledge of supervisors’ activities.
- 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.
- 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.
- 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).
- Maintains, updates and tracks records in AAU’s database (Association Management System), retrieves and relays information from database.
- 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; takes accurate notes during meetings as appropriate.
- Develops and utilizes effective filing and retrieval systems for practical and archival use.
- Uploads supervisors’ content to the AAU website.
- 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.
- Cooperates and coordinates with other administrative assistants and fills in as necessary.
- Daily review of the Federal Register and send subsequent e-mails about notices to the appropriate AAU staff.
- Performs other duties as assigned.
COMMITTEES, COALITIONS AND CONSTITUENT GROUP MANAGEMENT

• Coalition for National Science Funding (CNSF) Coalition
  o Supports the Associate Vice President for Federal Relations in the management of the CNSF Coalition.
  o Coordinates conference calls and in-person meetings by helping to develop monthly coalition agendas and meeting materials, provides on-site coordination and support for monthly meetings and events.
  o Maintains current membership list and facilitates member’s communication as needed.
  o Supports CNSF Coalition’s website; serves as the point of contact between CNSF and HLP to upload website content.
  o Serves as the liaison with the AAU finance department to ensure billings and annual CNSF membership invoices are sent early in the calendar year (well before registration for the CNSF exhibition).
  o Assists in the preparation and execution of the annual CNSF Exhibition and Reception. Also plays an active role in the post-exhibition internal (AAU/AAAS) meeting.

• Council on Federal Relations (CFR)
  o Serves as the administrative back-up for the monthly CFR meeting.
  o Provides materials to and maintains membership lists of supervisors’ federal relations task forces.

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

• Superior organization and prioritization skills and must be meticulous and detail oriented; must follow through in a timely manner, completing tasks without prompting.
• Flexibility and ability to manage competing demands; must be able to manage a myriad of on-going tasks in a fast-paced environment and adjust to changes.
• Resourcefulness and ability to work proactively - thinking ahead. Good logic skills to read through minutes and summarize the conclusions and actions taken.
• Must maintain a strict code of ethics in working with highly confidential data.
• Must be able to resolve problems, use analytical judgement, and must be able to process a high volume of accurate, detailed, and quality work product.
• Creates and supports an environment which fosters teamwork, cooperation, respect and diversity.
• Must promote and foster communications with staff as well as AAU member university officials and external parties. Must have excellent hearing/listening skills.
• Intermediate writing and editing skills; varies writing style and voice as needed.
• 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.
• Willingness to take ownership for wide-ranging responsibilities; demonstrates accuracy and thoroughness; looks for ways to improve and monitors own work to ensure quality.

EDUCATION AND TRAINING/EXPERIENCE:

• College degree preferred; 1-3 years of administrative support. Experience in non-profit and/or higher education preferred.
• Must have a working knowledge and display an advanced level of skill in the Microsoft Office suite 2010 or more recent programs.
• Experience working with Office 365, SharePoint, association management systems, mass email systems, and website content management systems is preferred.
TRAVEL. Travel is primarily local during the business day, although some evening, out-of-the-area, and overnight travel may be expected. Since this position will be providing administrative support for the 2019 SRO meeting, travel will be expected.

SUPERVISORY RESPONSIBILITY. This position has no supervisory responsibilities. However, the Federal Relations Assistant - 2 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. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

This is largely a sedentary role; however, the employee is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Some filing is required; this would require the ability to lift files, open filing cabinets and bend or stand as necessary. This job requires the employee to lift at least 20 pounds infrequently.

POSITION TYPE. This is a full-time position. The exemption status of this position is exempt. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

OTHER DUTIES. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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