



Position Title: Administrative Coordinator

Department/Unit: President’s Office

Reports to (Title): President or Senior Vice President

Position Summary

This position requires energetic and positive interaction with staff, the public, Commissioners, member institutions and all constituents through exceptional customer service and communication skills. This position requires providing general administrative support of the Commission’s Executive Leadership Team and the management of projects supported by the President and the Senior Vice Presidents, which requires an ability to work independently on projects, exercise good judgment and flexibility among multiple priorities, handle confidential information, and work well in a high-stress, fast-paced environment.

The incumbent also works with the Commission, and in particular supports the Commission’s Executive Committee, Finance Committee, and Membership Committee as well as the Commission meetings.

Principal Duties and Responsibilities

<u>% of Total Effort</u>	<u>Duties and Responsibilities</u>
50	<p>Executive Leadership Team Administrative Support: Provide general administrative support to the Executive Leadership Team, consisting of the President and Senior Vice Presidents:</p> <ul style="list-style-type: none"> • Prepare and review documents and materials in a professional manner on behalf of the Executive Leadership Team; • Provide direct support to the President’s executive leadership team and handle a variety of tasks and requests in confidential manner; • Take and produce of meeting minutes in a timely manner; • Develop meeting agendas; • Schedule meetings as requested by Executive Leadership Team members and utilize project management skills to support the completion of projects that further strategic priorities; • Utilize the organization’s database (Salesforce) to support the work of the President’s Office including maintaining updated records on Commissioners, posting meeting materials, and

	uploading electronic communications that are required to be retained pursuant to Commission policy and procedures; <ul style="list-style-type: none"> • Maintain a working knowledge of accreditation processes and the functions of the Commission
40	Commission (Board) Administrative Support: Provide general administrative support to facilitate the efficient work of the Commission: <ul style="list-style-type: none"> • Serve as liaison to individual Commissioners and the Commission and provide necessary support to the Commission, with particular attention to the Executive Committee, Finance Committee, and Membership Committee; • Schedule, organize, prepare, and provide necessary materials for meetings; • Support the onboarding process for Commissioners.
10	Other Duties as Assigned

Percentages may vary. Other duties as assigned.

Scope of Responsibility

- I. Supervision Exercised
None

Education and Experience Required

Required:

1. This position requires the minimum of an associate degree from an institution with accreditation recognized by the United States Department of Education. An equivalent combination of education and experience may be considered.
2. One year of relevant experience is required.
3. Experience working with high-level executives in a fast-paced and changing environment.
4. This position requires an individual with:
 - strong written and verbal communication skills, through a variety of channels, including the ability to compose correspondence on behalf of an executive leadership team, demonstrating correct grammar, spelling, and punctuation;
 - strong and developed organizational skills;
 - the ability to work both independently and in a collaborative team environment;
 - ability to exercise independent judgment and discretion and balance competing demands in fast-paced and high-stress environment and work with and support a highly engaged volunteer Board;
 - the proven ability to manage confidential information with discretion;
 - superior customer service focus with attention to detail and strong interpersonal and organizational skills; and

- experience with Microsoft Office products as well as professional e-mail and telephone protocols;

Preferred: The following reflects preferred education and experience for this position

- Salesforce experience.
 - Experience in a higher education environment, with a non-profit organization, or other comparable setting.
 - Experience working with a governing board or body.
-

MSCHE offers a competitive salary with excellent benefits and work environment. This is a full-time exempt, remote teleworking position but does require onsite presence in Philadelphia, PA, and other locations when necessary to fulfill the work of the Commission. The incumbent may be asked to travel to and attend events, meetings, workshops, or conferences as necessary or as requested by the Executive Leadership Team funding permitting.

MSCHE does not provide work visa sponsorships.

How to Apply:

Application materials may be sent to: employment@msche.org.

Application materials should include:

- 1) a detailed letter of interest;
- 2) a current resume; and
- 3) a list of three professional references with contact information.

* Please note that references will not be contacted without explicit permission from the candidate.

MSCHE is an Equal Employment Opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. MSCHE strictly prohibits and does not tolerate unlawful discrimination against employees, applicants, or any other covered persons on the basis of protected class membership. For information please visit, <https://www.msche.org/about-us/equal-employment-opportunity>