Association of Governing Boards of Universities & Colleges

Position Description

Consulting Coordinator

Responsibilities
The Consulting Coordinator will provide administrative support to the senior vice president for AGB Consulting as well as a range of administrative and organizational support to the Consulting department. AGB Consulting provides consulting services to member institutions.

Duties
- Invoice clients for consulting engagements per contract terms.
- Process travel reimbursements for consultants.
- Create/manage payment memos for consultants.
- Prepare, track and obtain consultant riders/agreements.
- Track, and coordinate expenditures from grant-funded projects.
- Coordinate consulting meetings (weekly staff meetings, annual conclave, special training).
- Schedule regular team meetings and Consultant meetings
- Maintain SVP calendar, scheduling with appointments with clients, consultants, staff etc.
- Prepare presentation materials for engagements as needed using AGB brand templates.
- Prepare survey documents for evaluation of consulting engagements
- Serve as liaison with finance on all consulting related invoicing; assist with collection of accounts receivable.
- Update the process of engagements from intake to final invoice
- Maintain weekly revenue spreadsheet for Dashboard metrics.
- Coordinate new consultant onboarding process; collect headshots and bios to upload to Consulting mini-site on AGB.org request email accounts, collect W-9 and bank direct deposit details.
- Complete daily HubSpot task.
- Maintain organized file system for all Consulting documents within HubSpot and SharePoint.
- Maintain SOP Manual for consulting coordinator functions
- Provide reception coverage on a rotating basis.
Qualifications

- Undergraduate degree
- A minimum of three years of relevant administrative experience, preferably at a college or university campus or consulting practice
- Exceptional organizational and customer service skills
- Experience with financial processes, including invoicing and payments
- Strong communication skills, both written and verbal
- Ability to work effectively independently and as part of a team
- Ability to work effectively under pressure and to meet deadlines
- Proficient with MS Office suite

This position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan, paid time off as well as telework options.

To apply: Applicants should email letter of interest that describes experience relative to the position, include your salary requirements, along with resume to employment@agb.org. No phone calls.