



Association of Governing Boards of Universities & Colleges
Washington, DC

Senior Consulting Coordinator

AGB Consulting provides board-focused advisory services based on 100 years of experience strengthening higher education governing boards. The work is led by thought partners who possess deep understanding rooted in their experience as college, university, system, and foundation board and committee chairs, board members, chief executives, or senior level executives as well as specialists in critical areas for Board oversight. Underlying our work is the appreciation for the essential working relationship between the executive and the governing board of any institution of higher education.

The Senior Consulting Coordinator will report to the SVP, AGB Consulting, providing administrative and organizational support to the SVP and the Consulting team. The Senior Coordinator will serve as a resource for the Consultants, as needed/directed by leadership.

Responsibilities:

- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on behalf of the SVP
- Calendar management for the SVP, coordinate meetings, distribute meeting invites, including video links, and prioritizing the most sensitive matter
- Work with team members to help manage, organize the intake process for engagements, which could include guided proposal writing and PowerPoint development for member engagements
- Maintain comprehensive and accurate records, assist with expense reporting
- Organize in person meetings, including scheduling, sending reminders, and catering requirements when necessary
- Answer phone in a polite and professional manner
- Communicate with teams and assist with project management

Qualifications

- 3+ years' experience in similar role
- Extremely detail oriented and organized
- Excellent written and verbal communication skills
- Proficient in MS Office suite of applications
- Self-motivated, proactive, and forward-thinking
- Confident personality and capable of being persistent when necessary while remaining diplomatic and tactful
- Maintain a positive attitude and willingness to work with all team members
- Must be able to effectively communicate with all levels of internal and external contacts



- Ability to work independently and multi-task in a fast-paced team environment
- Discretion concerning confidential or sensitive information

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 and paid time off as well as telework options.

To apply: Applicants should email letter of interest that describes experience relative to the position, indicating salary requirements, and resume to employment@agb.org. All applications are treated as confidential. No phone calls, please.