

Position Announcement
(December 8, 2025)

PROGRAMS AND CONTENT TEAM ADMINISTRATIVE ASSOCIATE

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***Pay Grade: 2 / Support 2**

Grade Minimum (\$51,000) Grade Midpoint (\$64,000) Grade Maximum (\$77,000)

**Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Programs and Content Team Administrative Associate.

The Scope

The Administrative Associate (AA) is a new position in the programs and content team. The AA will provide high-level support to the team by managing a variety of administrative and logistical tasks. The incumbent will use his or her exceptional organizational skills and attention to detail to flawlessly perform essential support duties (i.e., managing complex calendars, scheduling meetings with higher education leaders, and internal staff, preparing and distributing agendas and meeting materials). The AA will respond to email and phone inquiries, acting as a key liaison for program and content-related communications. Additional duties include tracking deadlines, maintaining records, and ensuring event logistics, such as confirmations and material preparation, are handled efficiently.

The AA will also support special projects and stretch assignments, demonstrating discretion, professional judgement, the ability to multitask, and a commitment to supporting AGB's mission to advance the effectiveness of college and university governance. This is a vital role that keeps the team operating with clarity, drive, and precision. The incumbent should be highly collaborative, service-centric, and passionate about enabling the important work of the team.

The Duties

(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).

Calendaring

Manage complex calendaring needs to support the Programs and Content teams. This includes coordinating and scheduling meetings with internal colleagues and external stakeholders, ensuring accuracy, clarity, and timely follow-up.

- Schedule and coordinate meetings with internal teams, board members, and

- senior leaders from member institutions, systems, and foundations.
- Proactively monitor calendars to identify and resolve scheduling conflicts before they arise.
- Send timely meeting confirmations and reminders to all participants, ensuring clarity on date, time, and location or virtual access details.
- Follow up with attendees as needed in order to adjust meeting logistics in response to last-minute changes or cancellations.

Meeting Coordination

Oversee key aspects of meeting and conference preparation. This includes managing logistics for virtual and small in-office meetings to ensure they run smoothly and professionally.

- Coordinate logistics for virtual and in-person meetings, including room reservations, technology needs, and attendee access.
- Prepare, format, and distribute agendas, background materials, and presentations in advance of meetings.
- Set up meeting spaces for in-person gatherings, including arranging seating, supplies, name tents, and signage as needed.
- Place and manage food and beverage orders for in-office meetings, ensuring dietary needs and timing are addressed.
- Serve as a point of contact during meeting setup to ensure all logistical elements are in place and troubleshoot issues as they arise.

Event Support

Provide important support to the Programs team in the planning and execution of AGB's virtual and in-person events. This role involves assisting with a wide range of event logistics and coordination tasks to ensure successful conferences and convenings.

- Assist with communications and scheduling for speakers, panelists, and session facilitators.
- Help manage event media (PPT slide decks, handouts, agendas, session resources).
- Help manage faculty expense reimbursements and invoice coding.
- Coordinate virtual event logistics, such as session links, platform access, and tech checks, as well as onsite logistics for in-person events, including room setup and material preparation.

Team and Project Support

- Be a supportive and active member of the Programs team, participating in team meetings, conversations, and discussions related to team projects and deliverables.
- Support Programs team leadership in planning travel and expense reconciliation.
- When directed, coordinate the purchase and reconciliation of team and organization supplies and materials necessary for meetings and events.
- Other duties as assigned.

The Requirements

- Bachelor's degree. Candidates without a bachelor's degree but significant years of experience may be considered.
- A minimum of three (3) years experience demonstrating administrative mastery, working in executive administration, program management, or similar roles requiring a high level of organizational skill, attention to detail, and management of complex projects and multiple priorities. Applicants should be able to provide examples that demonstrate this sought-after level of administrative mastery.
- Strong oral and written communication skills, as well as strong interpersonal skills.
- Excellent organizational and planning skills with high level attention to detail.
- Proficiency with *MS Office* suite of applications, *Smartsheet*, and *Zoom*.
- Ability to work effectively in a team-oriented environment.
- Ability to manage multiple responsibilities and meet expectations of multiple supervisors and different deadlines concurrently.
- Contribute positively to a working environment marked by collegiality, open and candid discussion, and active collaboration with AGB colleagues.
- A demonstrated focus on excellent customer service and volunteer stewardship.
- Availability for limited travel.

The Organization

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at [AGB.org](https://www.agb.org).

AGB is a hybrid workplace. Employees are expected to spend a minimum of two (2) days per week in our headquarter office in downtown Washington D.C. New employees should expect to spend more time onsite initially, at least through their 90-day introductory period. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

Equal Opportunity Employer

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.

In compliance with the Americans with Disabilities Act (ADA), the following is provided: The position involves skill in using a computer and/or laptop; oral and written

communication skills; skills in proofreading and editing; use of clear and articulate speech; interpersonal relations skills; reasoning and problem solving skills; ability to work in a fast-paced environment; ability to sit for long periods, stoop, bend, reach and carry light materials (up to 10 lbs.); and ability to travel by various methods of transportation (e.g., airplane, car).

To Apply

AGB and AGB Search employees who meet the qualifications outlined above are encouraged to apply. AGB and AGB Search employees are required to inform your current manager of intention to apply. Submit a cover letter and recent resume to: Larry L. Robertson, SVP, and Chief People Officer.

Referrals are welcome and will receive priority consideration. Please advise colleagues in your professional network to send their application materials (resume and cover letter including your name) to:

Larry L. Robertson
SVP, Chief People Officer
LRobertson@agb.org