Position Description
Projects Coordinator

The Council of Independent Colleges (CIC) seeks an energetic and well-organized self-starter to manage important collaborative projects in a fast-paced and team-oriented environment. The successful candidate will serve in the full-time role of Projects Coordinator, providing support for activities of CIC’s Network for Vocation in Undergraduate Education (NetVUE) initiative and also for several other CIC programs and projects.

Responsibilities

The Projects Coordinator is a new staff position based in the CIC office in Washington, DC, and reporting to the Senior Director of Programs. The Coordinator will work in two key areas of CIC’s activity.

- Collaborating closely with the Director of NetVUE, the NetVUE Program Manager, and other members of the NetVUE team, the Coordinator will provide operational and administrative support for NetVUE grant programs and the annual dues renewal process; facilitate communications, correspondence, and publications related to NetVUE operations; and provide support for meetings and events.

- Collaborating closely with the CIC Senior Director of Programs, the Coordinator will support key program activities for several CIC initiatives. Typical responsibilities will include organizing nomination and selection processes, processing agreements and invoices, tracking participants in CIC’s membership database, and coordinating program outcome assessments.

Qualifications

The ideal candidate will have experience coordinating and managing projects and programs. A bachelor’s degree (preferably from a CIC member college or university that is also a NetVUE member) and some full-time work experience (preferably in higher education or for a membership organization) are required. Experience working with databases and strong familiarity with Microsoft Office and Adobe applications is essential. A high degree of comfort with standard collaboration tools such as Zoom, Slack, Google Docs, and project management applications is desirable.
Requirements

All CIC staff members are expected to excel at written and oral communication; demonstrate a proactive, positive, and member-focused disposition; handle competing priorities independently and effectively; organize and manage a wide range of activities with excellent control of detail; exercise creativity and initiative in developing ideas and solving problems; be familiar with office applications, virtual content delivery platforms, and other commonly-used applications and tools; and be inclined to thrive in a diverse, fast-paced, highly collaborative work environment.

This position requires occasional overnight and out-of-area travel. Performing the duties of this position regularly requires the ability to talk and hear, sit in a normal seated position for extended periods of time, use hands to finger, handle, or feel, and be able to lift and/or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

About CIC and NetVUE

CIC is the major national service organization for small and mid-sized independent liberal arts colleges and universities in the U.S. with 679 colleges and universities and 76 organizations currently as members. CIC has a threefold mission: Supporting and developing campus leaders, providing resources to advance the excellence of member institutions, and enhancing public understanding of the contributions independent higher education makes to society. CIC’s 25-person staff, based at Dupont Circle in Washington, DC, develops and manages a dynamic set of conferences, externally funded projects and programs, research and advocacy initiatives, and other activities to serve members in all three mission areas.

NetVUE is a nationwide consortium of more than 270 independent colleges and universities, designed to foster vocational exploration among undergraduate students. CIC administers all NetVUE activities, including a biennial national conference, regional gatherings in the alternate years, faculty seminars, a significant online presence, and several grant programs to support programming at NetVUE member institutions.

Application Process

The position is available immediately. To apply, email a detailed letter of interest and a résumé to ProjectsCoordinatorSearch@ic.nche.edu. Review of applications will begin immediately. All applications will be treated as strictly confidential.

CIC is an equal opportunity employer and offers competitive compensation and generous benefits. For more information about CIC and its programs and services, visit www.cic.edu. For additional information about NetVUE, visit www.cic.edu/NetVUE.