The Council of Independent Colleges (CIC) seeks an energetic and well-organized self-starter to manage collaborative projects in a fast-paced and team-oriented environment. The successful candidate will serve as full-time Projects Coordinator, supporting programs and membership. This position provides an opportunity to build skills in program management and membership recruitment and engagement, while participating in conversations about significant issues in higher education. The ideal candidate will be equal parts detail-oriented and relationship-focused, with a knack for leveraging technology to solve problems.

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

- Collaborating closely with the Vice President for Academic Programs, the Director of Projects, and other members of the programs team, the Coordinator will support a docket of programs which will likely include the **New Currents in Teaching Philosophy** program, **Humanities Research for the Public Good** program, and **CIC/UPS Bright Futures Internship** project. 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.

- Collaborating closely with the Senior Director of Membership, the Coordinator will provide administrative support for the **Tuition Exchange Program** (TEP) and annual membership renewal cycle. Responsibilities will include processing invoices and tracking renewals in CIC’s association management system; and responding to inquiries from TEP liaisons and college and university presidents’ offices.

- Collaborating closely with the Senior Vice President overseeing communications, the Coordinator will support membership engagement activities. Typical responsibilities will include building custom contact lists from CIC’s membership database, drafting and sending personalized correspondence, monitoring dashboards of key metrics, coordinating assessment activities, and providing technical support for webinars and other digital engagements. Some involvement in membership-engagement focused social media may also be assigned to the Coordinator.

**Qualifications**
The ideal candidate will have experience coordinating and managing projects and programs. Experience working with databases and strong familiarity with Microsoft Office and Adobe applications are essential. A high degree of familiarity with standard collaboration tools such as Zoom, Slack, Google Docs, and project management applications is desired. A bachelor’s degree is required (preferably from a CIC member college) and some full-time work experience is...
preferred. Recent college graduates are welcome to apply. Experience working in or with higher education or in a membership association is a plus.

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
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.

Application Process
The position is available immediately. To apply, email a detailed letter of interest and a résumé to ProjectsCoordinatorSearch@cic.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.