

## **Program Associate**

### **American Association of State Colleges and Universities (AASCU)**

The American Association of State Colleges and Universities (AASCU) seeks a Program Associate in the division of Academic Leadership and Change (ALC). The position has primary responsibility for directing The Democracy Commitment. The Democracy Commitment is a new national civic engagement initiative focused on the role of community colleges in preparing informed, engaged citizens for our democracy. The initiative currently involves 50 participating colleges and the initiative seeks to grow the number of participating colleges dramatically in the months to come. The Program Associate plans and implements The Democracy Commitment's annual national meeting, as well as the initiative's day-to-day activities. The Program Associate coordinates The Democracy Commitment's social networking and media outreach.

Program Associate duties include the following:

- Providing operational leadership for The Democracy Commitment while working closely with the national leadership of The Democracy Commitment who will provide the strategic vision.
- Coordinating day-to-day operations and implementation of ongoing initiatives.
- Developing, designing, and implementing The Democracy Commitment programs and initiatives while working closely with The Democracy Commitment's national program leaders and advisory groups.
- Cultivating and maintaining partnerships with national partner organizations.
- Working closely with member community college campuses on project activities.
- Implementing communications outreach strategies for The Democracy Commitment.
- Representing The Democracy Commitment at national meetings and conferences; making presentations about The Democracy Commitment initiatives.
- Assuming other functions and responsibilities as deemed necessary and appropriate by the Vice President for Academic Leadership and Change.

## **QUALIFICATIONS**

Required:

- Bachelor's degree in Political Science, Public Affairs, English, Communications or a comparable field required
- Excellent written and verbal communication skills
- Knowledge of and experience using Microsoft Office products
- Familiar with current Web design practices
- Administrative mastery of social networking tools including Facebook, Twitter, WordPress, YouTube, Jumo, and wikis.

Preferred:

- 1-3 years relevant experience preferred, particularly in program development and implementation.

Strongly Preferred:

- Strong preference will be given to applicants with community college experience – as a student or employee.

Salary: mid to high \$ 30s. Open until filled.

Submit application materials via e-mail to [HR@aascu.org](mailto:HR@aascu.org) or via mail to AASCU, Attn: Human Resources, 1307 New York Avenue, NW, 5th Floor, Washington, D.C. 20005.

AASCU is an affirmative action/equal opportunity employer.

Women, minorities and individuals with disabilities are encouraged to apply.