

Position: **Administrative Coordinator**

Organization: Boston University Wheelock College of Education & Human Development, Department of Educational Leadership & Policy Studies / Wheelock Educational Policy Center

Anticipated Start Date: Immediate

Location: Boston, with option for work from home days

The Education Leadership & Policy Studies (ELPS) Department and the Wheelock Educational Policy Center (WEPC) seek a dynamic, driven and detail-oriented administrative coordinator to support the day-to-day operations of two growing and ambitious teams at Boston University's Wheelock College of Education and Human Development. Under the Supervision of the ELPS Chair and WEPC Faculty Director, the Administrative Coordinator will sit at the intersection of the ELPS department and the policy center, supporting critical coherence and coordination across two aligned yet distinct offices, requiring a high-level of collaboration, investment and skill.

ELPS is a department in the Wheelock College of Education & Human Development operating academic programs in K12 Educational Leadership, Higher Education, and Educational Policy. The Wheelock Educational Policy Center (WEPC) conducts and disseminates rigorous, policy-relevant research in partnership with local, state, and federal policymakers and stakeholders to improve educational opportunities and holistic outcomes for traditionally marginalized students.

Primary Responsibilities of the role are:

Operations & Vendor Management (40%)

- Initiating, tracking and maintaining all vendors, contractors and purchase orders
- Providing support and processing pertinent to the department and center budgets
- Facilitating the process of data sharing agreements and memorandums of understanding between university offices and external partners
- Creating and maintaining department and center budget, grant and other administrative trackers to support smooth and sustained operations

Meeting & Events Coordination (30%)

- Managing calendars for faculty chair and center director, scheduling department/center meetings, coordinating meeting logistics (e.g., ordering food, ensuring set up)
- Support coordinating logistics (securing spaces, managing RSVPs, day of technology needs, etc) for all WEPC events (4-6 annually, ranging in size from 50-500)
- Preparing and distributing agendas and meeting materials
- Maintain external stakeholder mailing and information lists including supporting the WEPC advisory board meetings and engagement
- Coordinating and facilitating conference registrations, travel and hotels for designated staff and students

Program Recruitment and Selection Support (10%)

- Supervise student employees
- Coordinate administrative tasks and communication with multiple offices of the College
- Support college-wide activities such as Admitted Students day, Fall Convocation and Spring Commencement
- Provide support to graduate admissions and recruitment

Special Projects (20%)

On an as needed basis and in alignment with skills and interests of the Administrative Coordinator, support the ELPS department and/or WEPC to execute a mission critical effort or initiative.

Qualifications:

- Bachelor's degree in related field
- Three to five years working in a full-time position in higher education administration or equivalent administrative experience
- Demonstrated knowledge and skills in outstanding customer service and interpersonal skills to interact with students, graduates, staff, faculty, and employers.
- Ability to handle confidential information and maintain discretion.
- Strong problem-solving skills to analyze and resolve issues, and when necessary, to take initiative to answer questions and to follow up on concerns.
- Excellent communication and writing skills.
- Keen attention to detail.
- Effective time management and organizational skills to handle multiple tasks amidst frequent interruptions.
- Demonstrated computer proficiency and knowledge of Microsoft Office applications and Zoom (web conferencing).

Anticipated Salary: \$40,000 – 50,000 with competitive university benefits, including generous tuition remission. See <https://www.bu.edu/hr/employee-resources/benefits/> for full details.

Apply at <https://bit.ly/WEPCAdminPosting2024> or email wheelockpolicy@bu.edu with any questions.

