

## **BOARD ASSESSMENT ASSOCIATE**

The Association of Community College Trustees (ACCT) is a non-profit membership educational organization comprised of over 500 governing boards and over 6000 trustees who govern public community, technical and junior colleges across the U.S. and abroad. ACCT's Board Leadership group provides training and educational opportunities including board retreats, self-assessments, and CEO evaluations for community college trustees and governing boards. For more information about ACCT go to [www.acct.org](http://www.acct.org).

### **DESCRIPTION:**

This position will report directly to the ACCT Director of Retreats and Evaluation Services. This position will be responsible for supporting the work of the retreats and evaluation services department and coordinating professional development/training programs and services for community college governing boards. The individual will collaborate with ACCT staff in fulfillment of the Association's mission and goals including:

#### **Board Assessment and Retreat Administration**

- Provide overall administrative support for effective delivery of a growing and complex suite of services.
- Support ongoing and changing needs of ACCT retreat consultants, including onboarding; coordinating periodic consultant meetings/trainings; drafting consultant quarterly updates; and managing consultant resources on ACCT Connect online platform.
- Maintain detailed records of clients and services.
- Create, process, manage and track invoices and payments.
- Assist with marketing strategy and efforts to promote board services.
- Draft and organize materials for local and national meetings.
- Update webpages and social media postings.

#### **CEO evaluations and board self-assessments**

- Prepare CEO evaluation and board assessment surveys using Survey Monkey.
- Prepare summary reports of CEO evaluations and Board Self-Assessments.
- Interview trustees, staff and community partners for CEO evaluations.

#### **Board retreats**

- Prepare and manage timelines for board retreats, trainings, and other services.
- Prepare materials for board retreats, trainings, and other services.
- Maintain records, logs, files and electronic library of sample documents.
- Assist with drafting and preparing statements of work and contracts.
- Coordinate annual complimentary retreat program (market program, process applications, maintain database, launch annual event).

**Trustee education webinars**

- Develop and manage a calendar of webinars that will expand ACCT members' knowledge and skills.
- Collaborate with member engagement team to identify subject matter and expert speakers, draft webinar descriptions, and promote/market webinars including.
- Collaborate with Retreats and Evaluation Director to review presentation materials.
- Moderate live webinars.
- Follow up with participants who are prospective services clients.

**Other**

- Travel to and support local and national meetings. (e.g. ACCT Annual Leadership Congress and National Legislative Summit)
- Perform other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's degree required.
- 3-5 years of work experience and project management.
- Strong writing and analytical skills.
- Strong administrative skills and experience.
- Excellent organizational skills, with close attention to detail.
- Able to work both independently and collaboratively.
- Understands the importance of working with sensitive and confidential information.
- Skilled in Microsoft Office applications including Excel.

ACCT offers a competitive salary for this position annualized at \$70,000 – \$79,000 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Further, we offer a 37.5 hour work week and paid time off benefits.

Please forward a letter of interest and resume to: [hr@acct.org](mailto:hr@acct.org). Must pass criminal, credit background check, and professional references check.