The University of Virginia’s EdPolicyWorks seeks an administrative coordinator to join our team. The EdPolicyWorks Project and Administrative Coordinator serves as a liaison by maintaining collaborative partnerships between project team and internal and external stakeholders, tracks and facilitates project work, organizes project meetings and events, and drafts project materials, agendas and schedules. The incumbent also provides administrative and fiscal support to EdPolicyWorks faculty and staff, maintains the calendars of center personnel, coordinates center meetings and events, makes travel arrangements and reimbursements for faculty and visitors, and provides additional administrative and event support as needed.

An associate's degree or equivalent coursework and a minimum one year of project and administrative support is required. More than four years' of relevant experience may substitute for an associate's degree. Strong written, verbal, and interpersonal communication skills are required, as are an attention to detail and the ability to multitask. The ability to take initiate and work both independently and as part of a team is required. The ability to work under pressure in a deadline-driven environment while maintaining professionalism is a must. Experience working with a diverse group of internal and external stakeholders is preferred, as is knowledge of UVA scheduling systems and reimbursement processes is preferred. A working knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook) and internet applications are required.

To apply, visit http://jobs.virginia.edu and search on Posting Number 0620501. Complete an application online; attach a cover letter, and resume/curriculum vitae.

For questions about this position, please contact Ted Keefe at twk7b@virginia.edu.

The Curry School of Education and the University of Virginia welcome applications from women, minorities, veterans and persons with disabilities; we seek to build a culturally diverse intellectual environment. We are Equal Opportunity/Affirmative Action employers.