College Degree Program Coordinator

Servicemembers Opportunity Colleges, a federally-funded division of a Washington DC based national higher education association, seeks a person to manage and coordinate the processes, programs, and data flow for college degree programs offered by member colleges in the SOC Degree Network System (SOCAD, SOCNAV, SOCMAR, and SOCCOAST).

Key job functions:

- Coordinates the on-going integration, revision, and review of data related to colleges, degrees, locations, and courses within the SOC Degree Network System;
- Works with senior management to plan, coordinate, and supervise the daily work functions of the SOC Degree Network System;
- Manages a publication review and production cycle, ensuring accuracy of information;
- Manages the process for college compliance with membership requirements;
- Creates the quarterly information bulletin for the Degree Network System.

Essential to this position are:

- Strong organizational and project management skills;
- an understanding of academic, curricular, and articulation matters;
- excellent interpersonal, written, and verbal communication skills.

Required:

- A master's degree or equivalent combination of education and work experience;
- Program and project management experience;
- Strong attention to detail; demonstrated organizational and data analysis skills;
- Proficiency in using computer databases, spreadsheets, and word processing:
- Excellent proofreading ability.

Knowledge of voluntary postsecondary education programs of the military Services desirable.

Salary: \$56-62,000 commensurate with experience and demonstrated skills. EOE/AA.

Review of applications will begin immediately. Submit cover letter and resume no later than December 28th to **socmail@aascu.org**

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