

**JOB TITLE:** Strategic Planning Coordinator  
**JOB CODE:** **SPC012019**  
**REPORTS TO:** Special Assistant to the President for Strategy and Planning  
**CLASSIFICATION:** Full-Time, 12-months, Benefits eligible  
**POSTED:** January 25, 2019  
**CLOSES:** Open Until Filled

To apply for this position send resume and cover letter to [jobs@loc.edu](mailto:jobs@loc.edu) and place the job code SPC012019 in the subject line of the email.

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**POSITION OVERVIEW:**

Responsible for populating and maintaining the strategic planning online system as well as the interim reporting plan in preparation for the decennial accreditation report. Provides administrative and meeting support to the planning and assessment staff.

**DUTIES AND RESPONSIBILITIES:**

- Maintain the strategic planning online system by requesting and monitoring the input of progress reports
- Support the planning and assessment team by helping them to prioritize according to the plan progress
- Maintain the compliance reporting calendar and support the planning and assessment team by scheduling meetings and prioritizing the work of the office according to the reporting calendar
- Produce overall planning and assessment progress reports for senior leadership

**QUALIFICATIONS:**

- Intermediate user of the Microsoft Office Suite
- Some project management experience

**KNOWLEDGE, SKILLS & ABILITIES:**

Ideal candidates are well-suited to a fast-paced, high-demand environment; capable of managing multiple streams of work simultaneously; possess an intrinsic sense of accountability.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Moderately active job
- Employee may be required to:
  - Lift and carry as much as 25 lbs.
  - Stand for extended periods of time during facilitated meetings
  - Work in shared space