

STUDENT-READY STRATEGIES



EXECUTIVE ASSISTANT

Student-Ready Strategies (SRS) is a consulting and technical assistance organization that supports postsecondary institutions in dismantling inequitable structures. We envision a world in which colleges and universities believe every student can succeed and purposely evolve to ensure they do. We partner, plan, and problem-solve with community colleges, minority-serving institutions, and four-year open-access institutions, as well as the system offices, nonprofits, and foundations that support them. Our work specifically focuses on the postsecondary success of Black, Latine, Indigenous, poverty-affected, and older students.

In our engagements with institutions, we center these students' lived experiences to identify exclusionary postsecondary practices, and add capacity to efforts to establish equitable policy and process. We are experts in designing and delivering effective technical assistance to support institutions and organizations as they identify barriers to retention and graduation, prioritize their approach to dismantling them, and work to put new structures in place. We also support institutions in specific areas such as developmental education reform, open educational resources, credit for prior learning, and postsecondary pathways for multilingual learners of English.

SRS was founded in 2019, and our client base and partnerships continue to grow. **We are expanding our team to accelerate progress toward our mission and help transform institutions to equitably serve their diverse students.** As an organization that is deeply committed to institutional equity, racial equity, and social justice, we are seeking colleagues in all roles who share that commitment and who have extensive lived experience with communities of color, Indigenous communities, and/or poverty-affected communities.

We invite you to apply.





Position Description

The Executive Assistant will report to the Chief Executive Officer. This is a part-time role primarily supporting the CEO and Chief Strategy Officer (the Partners) but may also provide additional support to the rest of the team, as directed, to ensure that organization goals and objectives are accomplished and that operations run efficiently. Across all duties and responsibilities, the Executive Assistant will maintain and refine internal processes that support the Partners, coordinate internal and external resources to expedite workflows, and anticipate needs and potential complications before they arise.

Specific job functions include:

- **Scheduling and Calendar Management**
 - Organize and coordinate Partners' daily calendars
 - Schedule meetings based on their calendar preferences, including rescheduling when conflicts arise
 - Screen internal and external scheduling requests

- **Inbox Management**
 - Read and sort emails based on priority
 - Flag action items and follow up with Partner(s) to ensure timely responses
 - Proof and draft outgoing emails
 - Keep contacts up to date

- **Travel and Event Logistics and Support**
 - Make, manage, and support Partners' travel arrangements, including researching and assembling itineraries based on their travel preferences, booking flights and hotels, and providing real-time assistance
 - Prepare expense reports for the Partners' reimbursements, and those of other team members on the same trips as needed
 - Track and manage preparatory, day-of, and post-travel activities for speaking engagements, including processing honorariums, coordinating preparation of presentations and talking points, ensuring Partners have any physical materials needed (such as handouts), and supporting follow-up action items
 - Assist with external meeting and event planning, including organization of meeting and event materials (internal and external, virtual and in-person), which may require working with an event planner and operations staff, or others
 - Support meetings (internal and external, in-person and virtual), including agenda preparation, note-taking, and logistics as needed
 - Conduct background research, summarize, and prepare succinct briefings in advance of key meetings



Preferred Qualifications and Skills

The ideal candidate is detail-oriented with the ability to handle several activities with different colleagues simultaneously. This person should have strong administrative skills, excellent verbal and written communication skills, and be comfortable working with external contacts (including high-profile leaders). In addition, the ideal candidate enjoys working in an equity-centered organization with high standards, is fast-paced, and often has unexpected, rapid-response requests. Other skills that are key to success include:

- Ability to multitask and prioritize work
- Excellent time management skills
- Highly organized and detail-oriented
- Ability to demonstrate professional poise and polish while working with others, including coworkers, clients, and other stakeholders via email, phone, chat, and in-person
- A team player who is proactive and can anticipate the needs of the leadership and potential obstacles
- Flexible, results-oriented, and comfortable in a rapidly changing environment
- Ability to learn new tools quickly (e.g., Zoom)
- Excellent interpersonal communication skills (written and verbal)
- Advanced computer skills, particularly in Google Workspace, Microsoft Word, and PowerPoint
- Experience handling confidential information with discretion

Requirements

- Minimum of 2 years of experience in an executive assistant role or 4 years of experience in another administrative support role
- High school diploma or GED

Compensation

This is a part-time, 20-hours a week position at a rate of \$30 per hour.

Location and Work Environment

This position is remote. SRS has two headquarter locations - in Denver, CO and Indianapolis, IN; however, our team operates from locations across the country and our work environment ensures a strong sense of culture and belonging within a primarily virtual space.

To Apply

To apply, please send a resume, cover letter, and contact information for three references to info@studentreadystrategies.com with the subject line "SRS Executive Assistant Search."

Please limit the combined submission to three pages or less. **The deadline to apply is Friday, June 28.**



STUDENT-READY STRATEGIES IS AN EQUAL OPPORTUNITY EMPLOYER

Student-Ready Strategies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, ethnicity, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, lay-off, recall, transfer, leave of absence, compensation, and training.

