



## **EXECUTIVE ADMINISTRATIVE ASSISTANT (PART TIME)**

*“The progress that our students have made in recent years is inspiring – there is no doubt that they are capable of achieving at high levels and leading Tennessee into a bright future. While education stakeholders are already working together in exciting ways in Tennessee, it is our responsibility to redouble our innovative efforts to ensure that we are supporting our students to truly excel and thrive. The future of our state depends on it.”*

- Senator Bill Frist, Chairman and Founder, SCORE

### **ABOUT SCORE**

Tennessee has been making significant progress in advancing a bold education reform plan over the last decade and is now a leader in the nation in dramatically improving student achievement. Tennessee is among the fastest improving states for student achievement according to the Nation’s Report Card.

While Tennessee has made significant gains, there is much still to do – in public K12 education, in college and career readiness, and in postsecondary completion. The State Collaborative on Reforming Education (SCORE) plays a critical role in advancing student achievement, aligning K12 and postsecondary, and ensuring that all students can achieve career and life success. We work to monitor statewide progress in support of a prioritized agenda that drives collaboration across the state on policy while generating proof points and providing targeted support for implementation across the state.

SCORE is an independent, nonprofit, and nonpartisan organization founded by former US Senate Majority Leader Bill Frist and is dedicated to the goal that that all students can achieve success in college, career, and life. SCORE supports student success in public schools across Tennessee by ensuring all schools and systems meet high expectations; preparing, recruiting, supporting, and retaining excellent teachers and leaders; and aligning K-12 and college with career and life success.

SCORE is based at Vanderbilt University’s John Seigenthaler Center. For more information on SCORE, please visit [www.tnscore.org](http://www.tnscore.org).

### **OVERVIEW OF THE POSITION**

The Executive Administrative Assistant will provide logistical and administrative support to members of the SCORE Leadership Team and will play a critical role in advancing the organization’s work. In addition, this individual will provide full-time support to the Leadership Team when the Executive Assistant is on vacation.

This role requires a great deal of flexibility and drive, the ability to manage multiple priorities, a positive team orientation, and a commitment to supporting the work of the organization and the Leadership Team. The Executive Administrative Assistant must be an independent thinker and proactive team member who is also able to work in close and productive collaboration with the Executive Assistant, other SCORE colleagues, and SCORE partners. This team member will work up to 30 hours per week and report to SCORE’s Vice President of Finance & Operations.

### **KEY RESPONSIBILITIES**

The Executive Administrative Assistant’s key responsibilities include providing administrative support to the Chief K-12 Impact Officer, Chief Postsecondary Impact Officer, Vice President of Strategy, and Vice President of Finance & Operations; supporting Leadership Team work plans that support the organization’s strategic

priorities and annual calendar; and providing the necessary logistical support and follow up required to support Leadership Team-led meetings and projects.

Specific examples of this work include:

- Coordinate with Executive Assistant to ensure all Leadership Team calendars have the most current information
- Coordinate travel reservations and logistics for Leadership Team, including preparation of travel itineraries and notebooks
- Prepare and submit Leadership Team expense reports and assist with tracking PTO
- Assist with preparation of handouts or other documents for meetings, including SCORE Board and Advisory Council meetings
- Assist with answering the phone in the absence of the Administrative Coordinator
- Maintain contact lists, as needed
- Prepare notes to business colleagues for Leadership Team
- Provide general support to Leadership Team visitors
- Any other duties assigned by direct supervisors and members of the SCORE Leadership Team

### **CANDIDATE REQUIREMENTS**

- The candidate must have a passion for effective communication, efficient work planning, and supporting others.
- Candidates must have demonstrated success in organizational coordination, administrative experience, and organizing and managing a substantial travel booking schedule.
- Candidates must have proven experience managing multiple tasks simultaneously and a command of technology skills. Word processing, the use of spreadsheets, and presentation software is required; MS Office is preferred.
- Excellent written and verbal communication skills are a requirement, along with the ability to handle sensitive information in a confidential manner.
- Candidates must possess at least 5 years of professional experience.

### **COMPENSATION**

Compensation will be competitive based on the candidate's previous experience and credentials.

### **TO APPLY**

To apply, please send a resume and cover letter to [hr@tnscore.org](mailto:hr@tnscore.org). If you have any questions, please contact SCORE's Human Resources team at 615-727-1545 or [hr@tnscore.org](mailto:hr@tnscore.org).