

## Executive Assistant

### Organization Overview

The Institute for Citizens & Scholars (formerly the Woodrow Wilson National Fellowship Foundation) is a 75-year-old organization that has played a significant role in shaping higher education. From generations of college professors to thousands of K–12 teachers to policymakers and education leaders, we have prepared, engaged, and enriched education leaders at all levels. Over the years, our 27,000+ Fellows have contributed to creating a better educated, more thoughtful, and more inclusive America. With an expanded mission, Citizens & Scholars is rebuilding how we develop citizens in our country. To strengthen our democracy, we cultivate talent, ideas, and networks that develop effective, lifelong citizens.

### Position Overview

The Executive Assistant supports the Office of the President, providing a wide range of administrative and executive-level tasks for and on behalf of the President and five-member Senior Team, with a heavy focus on calendar management and scheduling. The Executive Assistant directly reports to and works in conjunction with the Chief of Staff to provide full support of the President and Senior Team, all of whom are committed to spending their time and energy helping the nation develop well-informed, effective, hopeful citizens and developing relevant programming.

You will have the opportunity to support a team committed to building a national network of programs and leaders across fields. The colleagues you will work with are high-performing and fully engaged in the mission of C&S—we have a dedicated team and a high degree of communication, trust, and mutual respect. Because the President has a national profile and works directly with a number of very visible, high-net-worth, influential individuals, you will also work with external partners who require high levels of skill, accuracy, flexibility, and discretion.

This position is based in Princeton, NJ, and is temporarily a remote role until the C&S office reopens fully. It will then transition to a hybrid role. The anticipated date for the office reopening is January 2022.

### Primary Responsibilities

- **Priority and Logistics Management:** You will work in close partnership with the President to ensure that his time and energy is being spent on the Foundation's key priorities. Your success will flow from your ability to understand, prioritize, and manage the endless demands on his time, while supporting the people who want to learn more about our work and who want to be partners.
- **Brand Ambassador:** You will represent the President and the Foundation externally, serving as the point person for a wide variety of senior leaders and others who want to arrange meetings with the President. You'll demonstrate graciousness and gratitude in triaging those requests, helping make the best connection possible for all interested parties. As you become more knowledgeable about all the projects, programs, and events at C&S, you'll develop a valuable perspective on how external people think about our work, what value they attach to our brand, and what their greatest interests are. This, in turn, will help you communicate effectively about our work.
- **Problem Solver:** In this role you'll learn about, and solve, problems before the President even hears about them. You're a "fixer" who troubleshoots everything from logistical snafus to upset stakeholders to cancelled flights.

### Specific Responsibilities Include:

- Managing the President's calendar, with an understanding of his priorities.
- Managing the Vice President's calendar.
- Coordinating travel logistics for the President and Vice President (flights, hotels, meals, reservations, appointments).
- Completing travel and expense reports related to C&S matters for the President and Vice President.
- Providing full support to C&S management on events including annual retreats, Board meetings, program workshops and recurring staff meetings.
- Organizing event logistics, including venue and activity research and reservations, material preparation, flights, hotels, meals and the coordination of multiple schedules.
- Scheduling required meetings and events for the President, and provides support on the meetings themselves, including printing materials, sharing presentations, and setting up phone/video conferencing.
- Serving as a point person for C&S and communicates effectively about its work.
- Supports the President's external communications, drafts and reads emails, and answers phone and email inquiries to ensure the proper direction and tone.
- Transcribing minutes of meetings.
- Providing the President with background information and bios on prospective donors.
- Troubleshooting and solves problems at all levels from travel issues to stakeholder problems.
- Performing other duties as assigned.

### Qualifications

- Bachelor's degree required.
- A minimum of 5+ years supporting senior executives in a high profile setting.
- Strong ability to multitask in order to manage multiple priorities both internally and externally.
- Demonstrated success in coordination of projects from start to finish.
- The ability to pay accurate attention to detail.
- Technologically proficient in MS Office Suite (Word, Excel, PowerPoint, and Outlook) and with a variety of virtual meeting technologies including Zoom and Microsoft Teams.
- Focus on getting the job done, which may require working on evenings and (rarely) weekends to keep specific, time-sensitive projects on track.

### Attributes

- **Mission-oriented.** You are committed to and hold a strong belief in the potential of the Citizens & Scholars mission.
- **Service-driven.** You thrive in being part of a highly organized team and supporting their effectiveness. You develop and maintain relationships across all levels of the organization and with a broad spectrum of stakeholders.
- **Confident, self-assured, direct, and humble.** You are diplomatic, you're a good listener, and you understand the productive value of candid team discussions.
- **Strong task management and execution skills.** You are strategic, thoughtful, and resourceful, known for taking the initiative, and you are consistent with your follow-through. You share information, coordinate effectively, and execute responsibilities while working seamlessly across teams.
- **Flexible.** You ask questions, listen, and learn. You are not afraid to try a new approach. You shift gears as appropriate while not being afraid to make a mistake.

- **Judgment.** You are able to make decisions with the data available; you are also able to understand when it is necessary to have help or insights in advance of making a decision.
- **Strong communicator.** You possess exceptional written and oral communication skills and communicate effectively at all levels, one-on-one and in groups. You write clearly and succinctly and easily adjust to different communication settings and styles.
- **High standards.** You appreciate order and know how to achieve it efficiently. Your work product is impeccable. You have command of both the process and the details.
- **Hold confidentiality in high regard.** You use the utmost discretion, inside the office and out, about the knowledge and information that you hold.

### Our Core Values

- **We are constantly learning and improving.** We test and refine new ideas and learn from our mistakes. We dare to question old solutions. We seek opportunities to collaborate with our diverse team; different backgrounds, skill sets, and thinking styles give us valuable new perspectives. We share knowledge and insights with each other to help us grow as individuals and as an organization.
- **We are gracious and grateful in all that we do.** We invest in our relationships with warmth and a sense of humor. We express gratitude to all our colleagues and stakeholders. While we strive for excellence, we recognize that no one is perfect. We give others the benefit of the doubt and act with kindness and integrity.
- **We are attentive and intentional.** We are aware of the needs of the world and those around us so that our work has a real impact. Our work is mission-driven and we know the “whys”—both large and small—behind what we do. Recognizing that details matter, we are equally committed to quality.

### To Apply

Simply email your resume to [opportunities@citizensandscholars.org](mailto:opportunities@citizensandscholars.org) with “Executive Assistant” as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

C&S will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.