



LRAP Association is looking for an Administrative Assistant

We're looking for a talented individual to support our sales and client service team. Is that you?

Why join LRAP? LRAP Association provides our unique, innovative Loan Repayment Assistance Program to colleges and universities across the country. We help students enroll in the college of their choice with the peace of mind to know that if their income after graduation is low, we'll help them with their student loan payments. Noble, isn't it?

Why else? LRAP is a fast growing company full of dedicated, passionate individuals who delight in coming to work each day knowing that we're making a difference in the lives of college students. Oh, and the comprehensive benefits package is nice too.

We are seeking a dependable quick learner with a positive, can-do attitude and a commitment to excellence and high professional standards.

Responsibilities include, but are not limited to:

- Client meeting preparation and coordination
- Scheduling and coordination of travel calendars
- Event planning
- General clerical duties and administrative support
- Maintain electronic filing system
- Open, sort and distribute incoming mail
- Maintain office supplies
- Other duties as assigned

Skills and experience:

- Higher education experience preferred
- BA/BS degree OR 5+ years of related experience is required
- Strong written and verbal communication skills
- Planning and organizing
- Problem solving
- Attention to detail and accuracy
- Flexibility, adaptability and dependability
- Initiative and integrity
- Excellent customer service and interpersonal skills
- Strong proficiency in Microsoft Office is required – specifically PowerPoint

Compensation is commensurate with experience. We offer a generous benefits package including medical, life insurance and retirement contributions.

About LRAP

LRAP Association provides a powerful response to every student and family who questions whether college is worth it. LRAP helps colleges assure students of their freedom to follow their highest ambitions after graduation. If a student graduates to a modest income, LRAP helps them repay their educational loans. With LRAP, colleges can confidently articulate their value and more successfully reach recruitment, retention and revenue goals. LRAP is a private company, serving the public good.