



## Executive Assistant for the President / CEO

We are looking for a talented individual to support our President / CEO. Is that you?

**Why join LRAP?** LRAP Association provides an 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?

LRAP is a fast-growing company with a team of dedicated, passionate individuals who delight in coming to work each day knowing that we make a difference in the lives of students.

**Want to learn more about this great opportunity?** Check out recent articles in the [Wall Street Journal](#) and [Fortune](#) that discuss our program. Or visit [LRAP.com](#) for more information.

We are seeking an experienced professional with a positive, can-do attitude, and a commitment to excellence and high standards.

Responsibilities include, but are not limited to:

- Support the President / CEO.
- Manage board and investor meeting preparation and coordination.
- Provide excellent support for the board, investors, key clients and other VIP's.
- Handle scheduling and travel planning.
- Manage projects and event planning.
- Act as a liaison between CEO and employees.
- Other responsibilities as needed and based on your interests and capabilities.

Skills and experience:

- Prior experience as an executive assistant.
- Excellent written and verbal communication skills.
- Flexibility, adaptability and dependability.
- Strong problem solving and project management skills.
- Initiative and integrity; handle sensitive information with discretion.
- Excellent interpersonal, time management, and organizational skills.
- Strong proficiency in Microsoft Office.

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 increase enrollment by providing students a safety net that reduces fear of student loans, thus empowering students to attend their preferred college. LRAP thus helps students by increasing access to the life-changing impact of higher education.