



Job Posting

Position Title:

Executive Administrative Assistant

Reports To:

Deputy Commissioner, Policy & External Affairs

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This position works with the Policy & External Affairs Division, assisting the Deputy Commissioner and division directors in the areas of policy, legislation, legal and school choice.

Specific Position Responsibilities:

- Serve as executive assistant to the Deputy Commissioner for Policy & External Affairs
- Basic administrative functions, including answering phone, writing letters, etc.
- Scheduling appointments, coordinating meetings and securing locations.
- Providing transportation to meetings
- Collecting and compiling data
- Performing data entry
- Responding to constituent inquiries verbally or in writing
- Monitoring Edison inputs and approvals

Qualifications:

- Ability to work well with all levels of internal management and staff, as well as outside stakeholders.
- Effective interpersonal and organizational skills
- Strong oral and written communication skills
- Proficient in Edison
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Demonstrated ability to achieve high performance goals and meet deadlines in fast paced environment
- Two years+ as an Executive Administrative Assistant or equivalent



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Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, and resume to Elizabeth.Fiveash@tn.gov.

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