



# Position: Executive Assistant, Heterodox Academy

**Location:** Hybrid in New York City

**Start Date:** August 1, 2025

**Pay:** \$70,000 - \$85,000

## About the Organization:

Heterodox Academy (HxA) is a non-partisan, non-profit organization that promotes a culture of open inquiry in higher education, characterized by the free exchange of ideas, viewpoint diversity, and constructive disagreement. With a growing membership of over 7,000 professors, administrators, and students, HxA helps colleges and universities uphold their highest ideals and resist groupthink, tribalism, and censorship. We communicate and engage with faculty, students, administrators, policymakers, and the public as we work to improve higher education. We also develop research, tools, trainings, and events, and facilitate online and on-campus communities. Learn more at [www.HxA.org](http://www.HxA.org).

## Position Summary:

HxA seeks an experienced Executive Assistant to support HxA President John Tomasi (75%) and other needs across our highly active team (25%). Reporting directly to Dr. Tomasi, the Executive Assistant will be a contributor to our organization's success, including in member and stakeholder communications, development/fundraising, thought leadership, internal communications, and efficient and impactful travel to conferences and campuses. The ideal candidate will have a proven track record in support of a busy executive, preferably with experience in higher education and personal alignment with HxA's mission and principles. This role requires the ability to work from HxA's offices in midtown Manhattan as needed – typically one day per week – and comfort using software tools for planning and communication across a small but active team.

## Specific Duties:

- Manage the calendar, schedule, and travel logistics for the President, including international and multi-stop itineraries for speaking engagements, conferences, and campus visits
- Handle email and document triage on behalf of the President; draft, format, and proofread communications with donors, board members, media, and academic stakeholders



- Serve as the primary point of contact for internal and external requests directed at the President, using sound judgment to prioritize and route correspondence
- Support preparation for speaking engagements and meetings by coordinating materials, talking points, and follow-up documentation
- Support the President on IT and software routines and low-level troubleshooting
- Liaise with the Executive Director and the Communications and Development teams to ensure the President's contributions are timely and aligned with strategic goals
- Assist with the logistics and communications of quarterly board meetings, including calendar holds, document preparation, and follow-ups
- Organize and maintain digital files, records, and contact databases in coordination with other team members
- Manage collection and processing of President's expense receipts
- Support other leadership team members and select cross-organizational initiatives and projects, as needed (e.g., special events, travel scheduling)
- Carry out occasional in-office administrative tasks (e.g., filing) in coordination with the Operations Manager
- Coordinate and occasionally staff high-priority in-person meetings in New York City and elsewhere

## **Required Qualifications:**

- Minimum of 3 years of experience in executive support, with proven success managing scheduling, communications, and logistics for a senior leader
- Strong writing, editing, and verbal communication skills; able to draft professional correspondence on behalf of executives
- Highly organized with excellent attention to detail and the ability to manage multiple priorities simultaneously
- Demonstrated discretion and ability to handle sensitive and confidential information with professionalism
- Proficiency with Google Workspace (Docs, Sheets, Calendar, Drive), Zoom, and project/task management tools (Asana, Slack, Notion, etc.); proficiency with Mac/iOS devices preferred
- Experience working with or in higher education, nonprofit organizations, or mission-driven environments
- Ability to work both independently and collaboratively across a small, fast-paced team
- Availability to work in-person in New York City one day per week and attend occasional evening or weekend events
- Personal alignment with Heterodox Academy's mission and commitment to open inquiry in higher education

## **Personal Characteristics:**

- High level of integrity, professionalism, and ethical standards
- Collaborative team player with excellent interpersonal skills
- Adaptable and flexible in response to changing priorities and opportunities



- Comfortable working in a fast-paced, entrepreneurial environment

**Reports To:** HxA President John Tomasi

**Location:** Hybrid, with regular presence in New York City office. Travel is not required.

**Position Type:** Regular, full-time, exempt

To apply for this position, please submit a cover letter detailing your qualifications and interest in HxA's mission, along with your current resume, to this [form](#).

Heterodox Academy is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.