Title: Administrative Assistant, Governor's Scholars Program, Inc. (GSP)
Reports to: Executive Director, Governor's Scholars Program, Inc.

Job Summary:
This position involves administrative support for the Governor's Scholars Program's year-round activities. The mission of the Governor's Scholars Program is to enhance Kentucky's next generation of civic and economic leaders. GSP's flagship initiative is a five-week residential summer program occurring on three host campuses across the state. Administrative personnel are responsible for providing clerical support to ensure efficient operation of the GSP central office. This salary exempt position will serve as the initial point of contact for phone and email inquiries from various constituents (e.g., interested student and staff applicants, counselors, parents, alumni). They will provide administrative support for student and summer staff application processing, event logistics, bookkeeping support for the fiscal office, and other duties as assigned.

Hours: Regular duties are M-F, 8:00am-4:30pm, with occasional evening and weekend hours required during fall recruitment events and the summer Program.
Location: Position is based in Frankfort, KY; involves occasional travel during fall recruitment events and during the summer Program. Travel expenses are covered by the GSP.

Minimum Qualifications:
Bachelor's degree is preferred, but direct experience in an administrative assistant or related role may be substituted for a degree.
Prior experience with or understanding of the Governor's Scholars Program is preferred. Alumni of the GSP are encouraged to apply!
Proficiency in MS office is required.
Ability to learn new software quickly.
Excellent time management skills and ability to multitask and prioritize work.
Attention to detail and problem-solving skills.
Excellent written and verbal communication skills.

Salary/Benefits:
As an exempt, entry-level position, expected salary range is $40,000-$45,000, commensurate with previous experience.
Paid holidays & time off, comp time earned for extended hours.
Excellent health & retirement plans.
Collaborative work environment.

How to Apply:
Please submit a resume with a cover letter detailing your interest in working for the Governor's Scholars Program to jen.price@gspky.org with the phrase ADMINISTRATIVE ASSISTANT in the subject line. Include in your resume the names and contact information for three professional or academic references who can attest to the skills outlined above. Applications will be reviewed on a rolling basis as received; priority consideration will be given to those who apply by December 15, 2026.

The Governor's Scholars Program is a 501(c)3 non-profit organization. Its mission is to enhance Kentucky's next generation of civic and economic leaders. Established in 1983, the program provides academic and personal growth through the balance of a strong liberal arts and sciences program with a full co-curricular and residential life experience. For more information about the GSP, visit our website at gsp.ky.gov.

EEO Statement: The Governor's Scholars Program does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.