Staff Vacancy

UNIVERSITY OF LOUISIANA Lafayette

EEO # BA 1-14

POSITION: Executive Assistant to the Dean

QUALIFICATIONS: Candidate should have an earned bachelor's degree with work experience and skills needed for an executive assistant position. A master's degree is preferred. The successful candidate will have practical experience in the use of Microsoft Office Suite, especially MS Publisher, MS Excel and MS Outlook. Experience in managing several tasks at the same time, demonstrated analytical and critical thinking skills, functional knowledge of managing research for specific projects, must be able to take initiative and execute administrative duties. Additionally, candidate must possess exceptional, written and verbal communication skills.

RESPONSIBILITIES: Serves as the primary point of contact on matters directed to the Dean's office. Maintains the Dean's calendar and appointments. Supervises office graduate assistants and undergraduate student workers. Arranges and manages training for College administrative assistants on College and University procedures and policies. Maintains financial accounts. Processes all documents regarding faculty matters on behalf of the college. Performs other duties as assigned. Position works closely with College Department Heads, and other University administrative units.

ADMINISTRATIVE The University of Louisiana at Lafayette is one of 9 publicly supported Universities governed by the University of Louisiana System. It consists of 9 degree granting units: The Colleges of the Arts; Liberal Arts; B. I. Moody III College of Business Administration; Education; Engineering; General Studies; Nursing and Allied Health Professions; Ray P. Authement College of Sciences; and the Graduate School. The University has an enrollment of 16,885 students with a faculty of over 584. The University offers undergraduate degrees in 56 disciplines, the master's degree in 26 disciplines, and the doctorate in 10 disciplines.

The B.I. Moody III College of Business Administration consists of four academic units in the disciplines of Accounting; Economics and Finance; Management; and Marketing and Hospitality Management. The College has an enrollment of 2,400 students with a full-time faculty of about 60 as well as about 40 part-time faculty. In addition, there is an MBA enrollment of 238 students. The College and the Department of Accounting are accredited by the AACSB International.

SALARY: Competitive, depending upon qualifications and experience.

STARTING DATE: ASAP

APPLICATIONS: The position will remain open until filled. Candidates should send a letter of application, current vita and transcripts, and three letters of reference to:

Dean's Office
B. I. Moody III College of Business Administration
University of Louisiana Lafayette
P.O. Box 40200
Lafayette, LA 70504-0200