



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

EEO # BA 2-14

- POSITION:** Assistant to the Associate Dean
- QUALIFICATIONS:** Candidate should have at least ten years of progressively responsible administrative, business, or office related experience. Candidate should have excellent oral and written communication skills, a professional demeanor to interact with newly graduated students and mature students who have been in the work arena for several years. The successful candidate will have practical experience in the use of Microsoft Office Suite and knowledge of the Integrated Student Information System (ISIS), Moodle and Acalog. Must be capable of managing several tasks at the same time, must be able to take initiative and execute administrative duties.
- RESPONSIBILITIES:** Provide support to almost 300 graduate and executive program students, as well as 10 adjunct faculty dedicated to the MBA program and continuing graduate faculty. Prepare orientation sessions for new graduate assistants. Meet with graduate students for advising sessions. Oversee and prepare graduate assistant payroll. Compile and maintain alumni database. Provide administrative support through general correspondence, prepare travel requests, and maintain room reservations. Supervise graduate students and undergraduate student workers. Position works closely with College academic departments, Dean's office and other University departments.
- 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 at Lafayette
P.O. Box 40200
Lafayette, LA 70504-0200