



Staff Vacancy

EEO # BA 3-14

- POSITION:** Academic Advising Coordinator
- QUALIFICATIONS:** Candidate should have an earned bachelor's degree with considerable experience working with students in an educational environment. Master's degree preferred. Candidate should have excellent oral and written communication skills, and a professional demeanor to interact with students, staff, faculty and occasionally parents. The successful candidate will have practical experience in the use of Microsoft Office Suite, and knowledge of Integrated Student Information System (ISIS). Experience in managing several tasks at the same time, must be able to take initiative and execute administrative duties.
- RESPONSIBILITIES:** This position oversees advising for the whole college, and is responsible for scheduling and running advising training sessions for faculty and administrative staff in all departments. Oversees graduation checks for graduating seniors and resolves any issues that may come up. Provides training for departmental faculty and administrative assistants on current curriculum and provides updates to processes related to changes. Meets with and advises new incoming freshmen, and transfer students, including international transfers. This position works closely with the Registrar's office.
- 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