



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

Staff Vacancy

EEO# BO 8-15

POSITION:

Associate Director of Operational Review

The University of Louisiana at Lafayette invites applications for the position of Associate Director of Operational Review

RESPONSIBILITIES:

The Office of Operational Review is seeking applicants for the position of Associate Director of Operational Review. The position reports to the Director of Operational Review. The Associate Director will work closely with University administrators, faculty and employees throughout the University to establish a culture of compliance with University policies, and state and federal regulations. The candidate will assist in the development, revision, interpretation and maintenance of University policies and procedures, as well as serve as a key member of the Office of Operational Review in carrying out such other duties as supports its mission. The Associate Director is also responsible for staying current on new developments regarding federal and state regulations affecting public institutions of higher education. The candidate will also be responsible for negotiating, drafting and reviewing contracts. The Associate Director will assist the Director by performing other duties as assigned, including serving in her absence as the senior official in the department.

QUALIFICATIONS:

Required: The ideal candidate is required to have a Juris Doctorate from an ABA accredited law school, and have at least (5) years of experience performing legal work. Preference will be given to candidates with experience in college/university operations, and a working knowledge of higher education laws and applicable regulations. The desired candidate should also possess excellent oral and written communication skills, have the ability to prioritize and manage multiple tasks, meet deadlines, and function both independently and collaboratively as part of a team.

ENVIRONMENT:

The University of Louisiana at Lafayette is a public research university with High Research Activity. The University has an enrollment of 16,700 students and it employs 1,800 full-time faculty and staff. UL Lafayette consists of 9 degree-granting units: the College of the Arts, B.I. Moody III College of Business Administration, Education, Engineering, General Studies, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences. The University offers degree programs in 54 undergraduate disciplines, 20 post bachelor certificates, the master's degree in 26 disciplines, and the doctorate in 10 disciplines. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Further information about the University is available on the University's web page at <http://www.louisiana.edu>.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 122,000 is part of the Lafayette-Acadiana area with a total population of 550,000. It is one of Louisiana's fastest-growing metropolitan areas and is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's off-shore oil industry, as well as the financial, retail, and medical center for south-central Louisiana.

SALARY: Salary depending on qualifications and experience

STARTING DATE: As soon as possible

APPLICATIONS: Applicants should send a letter of application and resume to:
Christine Brasher
Director of Operational Review
P.O. Box 41006
Lafayette, LA 70504-1006

Or submit via email to: hxu0761@louisiana.edu