



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E

## STAFF VACANCY

**POSITION: Executive Assistant to the Dean of University Libraries**  
**EEO# LB 4-15**

### **RESPONSIBILITIES:**

Reports to the Dean of University Libraries and is responsible for providing administrative support to the Dean and to all Library departments. Reviews, formulates, or directs the revision of the rules, regulations and procedures for the office of the Dean of University Libraries as well as the University Libraries in general; Assures that the operating standards for the University Libraries are met; Reviews policies for the office, identifies and resolves areas of conflict; Provides information to other Departments within the University Libraries as well as to other offices of the University as a whole; Prepares correspondence on complex and sensitive matters affecting the University Libraries; Monitors spending of the office of the Dean of University libraries with regard to employee travel expenses as well as office supplies and University Foundation accounts; Maintains records, initiates and prepares correspondence relative to the Dean of University Libraries and the University Libraries in general; Advises the Dean of University Libraries or the Associate Dean of University Libraries on all office or departmental problems; Coordinates the interview/hiring process, and online advertising if appropriate, for all library employees, both faculty and staff and prepares all required correspondence for proper authorities to review and approve; Assists the Dean of University Libraries by relieving the Dean of administrative detail ensuring the smooth function of the University Libraries and effectively managing the Dean's office in the absence of the Dean.

In addition to these primary duties, the ancillary duties of the Executive Assistant include, but are not limited to: Maintains all library personnel files. Hires and assigns to the necessary departments approximately 50 student aides who work an average of 12 hours per week, including handling incumbent interviews, completes requests for assignments each semester and during breaks/intersessions. Completes and submits total hours on student payroll vouchers; Schedules building events, including the calendaring, confirmation and organizing of meeting spaces, room set-ups and any designated equipment requested; Prepares all travel requests for library personnel. Also, manages travel budgets and prepares necessary expense account statements for approved reimbursement; Serves as the Library's facility manager for the entire building. Submits online work orders or formal work requests and follow-ups; Timekeeper of all requested annual and/or sick leave made by 35 classified civil servants and 16 Faculty, and back-up supervisor to review all payroll time sheets submitted by civil servants before final approval by the Dean of University Libraries; Coordinates inventory and surplus of furniture and equipment.

### **QUALIFICATIONS:**

The ideal candidate will possess:

Bachelor's degree or its equivalence in experience and a minimum of 3-5 years work experience. Strong written, verbal communication and interpersonal skills; Demonstrate ability to interact positively with the academic community; Ability to prioritize workload with minimum supervision. Demonstrate ability to interact positively with the academic community. Ability to prioritize workload with minimum supervision.

### **UNIVERSITY AND COMMUNITY:**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

The University Library has a faculty of 17 and a support staff of 35. Additional information about the Library is available on the Library's webpage at <http://library.louisiana.edu>.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

**SALARY:** Commensurate with experience.

**STARTING DATE:** Negotiable, but anticipated for May 16 2016.

**APPLICATIONS:**

Letter of application, résumé, and the names and contact information of three references must be received at the University of Louisiana at Lafayette by May 3, 2016, or until position is filled, and should be directed to:

Dr. Charles W. Triche III  
Dean of University Libraries  
Edith Garland Dupré Library  
University of Louisiana at Lafayette  
PO Box 40199  
Lafayette, Louisiana 70504 or [ctriche@louisiana.edu](mailto:ctriche@louisiana.edu)

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>