



# Staff Vacancy

**THE POSITION:****Executive Assistant to the Vice President for Student Affairs**

The Executive Assistant to the Vice President for Student Affairs is the senior administrative assistant in the Office of the Vice President. The executive assistant will be required to perform duties independently and confidentially and must exercise a high level of judgment and initiative. The executive assistant will provide administrative support to the Vice President for Student Affairs in addition to the timely processing of work flow through the office from the various departments within the Student Affairs Division. The general responsibilities include communication between the 15 Student Affairs Departments acting as liaison between department heads and Vice President. The handling of phone calls, maintaining daily calendar for meetings with campus officials and student appointments, handling on and off campus incoming and outgoing correspondence, handling departmental purchases and required paperwork, scheduling and coordinating all hearings of the Student Discipline Hearing Committee, serving as liaison between editors and staff of student publications. Organizing reserve parking for incoming visitors, managing community services program, maintaining staff and student committee appointments, assist the Vice President with planning and recording minutes of the Student Affairs Department Head Meetings.

**QUALIFICATIONS:**

The ideal candidate will possess:

- Experience providing executive level administrative support
- Excellent communication and interpersonal skills
- High energy, student-centered, problem solver
- Ability to interact with both internal and external constituencies
- Associate or Bachelor's degree preferred; 10 years of executive level experience may be substituted.

**COMPENSATION:**

Salary is commensurate with qualifications, experience and proven ability.

**APPLICATION  
REQUIREMENTS:**

Application and nominations will be accepted until the position is filled. For initial consideration, applications should be received by December 1, 2014 and should include:

1. A letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria.
2. A comprehensive resume.
3. Three to five references

Applications should be mailed to Vice President for Student Affairs  
Patricia F. Cottonham, University of Louisiana at Lafayette, P.O. Box 44572,  
Lafayette, LA 70504.

EEO # SA 6-14