



STAFF VACANCY

University of Louisiana at Lafayette Executive Assistant to the Dean

EEO No. SC 1-14

THE POSITION

The Executive Assistant is charged with providing administrative support to the Dean, and his support staff, in addition to the timely processing of workflow through the Dean's office from the various sections within the College. 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 must be able to anticipate problems and critical issues as they arise, providing summary information to facilitate timely responses. General responsibilities include handling correspondence and phone calls then determine appropriate action; assimilation of report information from appropriate staff for the submission to the Dean; managing the Dean's, Associate Dean's and Assistant to the Dean's calendar; handle travel arrangements; and assisting with special projects and events.

QUALIFICATIONS

The ideal candidate will possess:

- Experience providing no less than 10 years of professional skills
- Strong written and verbal communication and interpersonal skills
- Demonstrate ability to interact positively with both internal and external constituencies
- Associate or Bachelor's degree preferred; 10 years of upper administrative level experience may be substituted.
- Ability to prioritize work with minimum supervision

COMPENSATION

Salary is competitive and commensurate with qualifications, experience and proven ability. The holder of this position is an employee of the State of Louisiana and as such enjoys a generous benefits package.

APPLICATION REQUIREMENTS

Candidate review will begin August 11, 2014. Applications 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 submitted electronically to: **pricelee@louisiana.edu**.