Staff Vacancy

POSITION: Assistant to the Assistant Vice President for Academic Affairs/Academic Programs  EEO# AA 10-17

RESPONSIBILITIES:
The Assistant to the Assistant Vice President for Academic Affairs/Academic Programs provides support serving as a confidential assistant to the Assistant Vice President for Academic Affairs/Academic Programs and the Curriculum Management Coordinator at the University of Louisiana at Lafayette. The assistant will perform duties independently and exercise a high degree of independent judgement and initiative in determining the appropriate action to be taken to facilitate the processes and procedures of the office.

Specific functions include:

- Maintains course, curriculum, and policy changes in online catalog
- Coordinates execution of articulation agreements in concert with participating University offices
- Maintains databases and tracks expiration of articulation agreements, memorandum of understanding, and affiliation agreements
- Assists with SACS-COC accreditation process and reports
- Performs website management, data input, and telephone/email message screening
- Manages the calendars of the Assistant Vice President for Academic Affairs/Academic Programs and the Curriculum Management Coordinator including: appointments, meetings, travel, deadlines, and coordinates calendar with others as necessary
- Schedules travel arrangements
- Executes routine processing of requisitions, agreements, and tracks through approval
- Distributes information and deadlines of relevant processes across the University
- Serves as liaison between the Office of Academic Programs and administrators, faculty, and staff members
- Monitors expenditures and ensures adherence to Academic Programs budget and policies
- Independently composes correspondence involving complex, sensitive, and non-routine matters
- Represent supervisor in various matters, providing input, and possibly exercising signature authority
- Preparers materials needed for meetings, such as agendas, handouts, binders, etc
- May attend meetings and transcribe minutes
- Compiles reports by selecting relevant information from a variety of sources such as documents, correspondence, electronic files, etc.
- May supervise 1-2 lower-level personnel including graduate assistants and student workers
- Other duties as assigned by the Assistant Vice President for Academic Affairs/Academic Programs and/or the Curriculum Management Coordinator

QUALIFICATIONS:
Minimum Qualifications: The ideal candidate will have a minimum of three (3) years of experience in which clerical work was a major duty at a higher education institution or similar environment. Training or completion of a business or clerical-related curriculum from a regionally accredited institution will substitute for work experience. The desired candidate should possess an exceptional ability to work as part of a team and to work cooperatively with faculty and administrative personnel. The candidate should have exemplary editing, writing, and verbal communication skills, and be a distinctly creative and strategic thinker who is detail-conscious and action oriented and able to adapt quickly to change and to manage multiple projects at once. Knowledgeable about software programs such as general web content management, WYSIWYG editors, web forms, Adobe Acrobat Professional, Microsoft Access, Excel, PowerPoint, Word, and adept at learning computer software quickly and efficiently.

Preferred Qualifications: Bachelor’s degree in a relevant discipline from a regionally accredited institution.

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/](http://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.

**ANTICIPATED STARTING DATE:** October 30, 2017

**APPLICATIONS:**
To ensure consideration, application materials should be received by October 6, 2017. Applications will be accepted until the position is filled. Applicant should send an email with a subject line of Application for Assistant to the AVPAA/AP (AA10-17) and include a letter of interest, resume, and names and contact information of three professional references. The application email should be sent to:

**Amanda L. Payne**  
**Curriculum Management Coordinator**  
apayne@louisiana.edu

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