



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

# Staff Vacancy

**POSITION: Assistant to the University Registrar**

**EEO# AA 3-17**

**RESPONSIBILITIES:**

The Assistant to the Registrar is an unclassified position reporting to the University Registrar. The Assistant to the Registrar is responsible for all business operations of the Registrar's Office, including but not limited to: processing all purchase requisitions; maintaining office inventory; processing travel requests and reimbursements; organizing meetings and taking minutes; and processing updates to student records on the campus ERP system (Banner).

In this role the Assistant to the Registrar is responsible for:

- Providing administrative support to the University Registrar and office staff
- Processing all purchase requisitions for the office
- Assisting in budget preparation and monitoring
- Maintaining the University Registrar's calendar; including scheduling appointments with students, faculty, and staff as needed
- Taking minutes of meetings, preparing confidential documents, and following up to ensure timely reply and action
- Assisting in the continued development and maintenance of departmental standard operating procedures and interpreting and communicating appropriate protocols as needed
- Assisting with processing of various updates to students records
- Assisting with providing customer service at the front counter
- Establishing and maintaining excellent working relationships with individuals at all levels of the university
- Answering, screening, and referring telephone calls
- Opening, organizing, and screening office mail
- Supervising assigned personnel such as part-time student employees
- Maintaining inventory of all office supplies and ensuring that supplies are replenished as needed to ensure continued office operations
- Maintaining the physical inventory of all office equipment in compliance with university policy and state regulations
- Ensuring that all office machines and equipment are operating properly, and scheduling appropriate maintenance on equipment as necessary
- Handling all aspects of office staff travel, including travel requests, arrangements, and reimbursements
- Answering telephone promptly and courteously and assisting customers in a professional manner
- Ensuring that all messages are taken accurately and completely and are quickly relayed to appropriate staff
- Ensuring that all outgoing correspondence and materials are correctly documented, addressed, and sent out in a timely manner

- Notifying supervisor promptly when problems arise
- Assisting personnel from various offices in answering questions and remedying problems.
- Maintaining confidentiality of student records and other matter associated with a typical Registrar's Office
- Planning, researching, initiating, and carrying out to completion recurring or special assignments
- Performing other duties as assigned by the University Registrar

**QUALIFICATIONS:**

Bachelor's degree in a relevant discipline from a regionally accredited institution or 5 years of experience with an associate's degree; demonstrated competency with Microsoft Office products; excellent attention to detail; excellent interpersonal, written, and verbal communication skills; service and detail oriented.

Preferred Qualifications: Prior experience in a fast-paced environment.

**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.

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 16, 2017**

**APPLICATIONS:**

To ensure consideration, application materials should be received by September 15, 2017. Applications will be accepted until the position is filled. Applicants should send an email with a subject line of

Application for Assistant to the Registrar (AA 3-17) and include a letter of interest, resume, and names and contact information of three professional references. The application email should be sent to:

**Mickey P. Diez**  
**University Registrar**  
[mickey.diez@louisiana.edu](mailto:mickey.diez@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>