



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

# Staff Vacancy

**Position:** College Resource Coordinator

EEO# AR 6-16

**Responsibilities:** The position holder will work with the College of the Arts Student Services Office to help with the maintenance of the degree audit system and preparation for Commencement, as well as other Student Services functions. The position holder will also assist the Associate Dean and the Curator of Events and Exhibitions by managing the various resources of the College of the Arts, which includes maintaining fundraising databases, multiple mailing lists, and classroom calendars and scheduling. Assistance with various fundraising events is included also, as well as assisting the Executive Assistant to the Dean on various projects. This position will report directly to the Assistant Dean of the College of the Arts at UL Lafayette, and as such will be housed in the Dean's Office Suite.

**Qualifications:** The position requires skills in database management and knowledge of fundraising programs. Experience with Banner is preferred. Additionally, the holder of this position should have an interest in advancing the College and strong interpersonal skills. A bachelor degree is required, a master's degree is preferred.

**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: June 1, 2017

**Applications:** Applicants are requested to submit a letter of interest, resume, and contact information for the three references (include name, title, address, phone number). Please submit application materials electronically to [lorid@louisiana.edu](mailto:lorid@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>