Staff Vacancy

POSITION: Executive Assistant

RESPONSIBILITIES:

Serves as the primary point of contact on matters directed to the Dean’s office. Maintains the Dean’s calendar and appointments. Supervises office graduate assistants and undergraduate student workers. Arranges and manages training for College administrative assistants on College and University procedures and policies. Maintains financial accounts. Processes all documents regarding faculty matters on behalf of the college. Performs other duties as assigned. Position works closely with College Department Heads, and other University administrative units.

QUALIFICATIONS:

Candidate should have an earned bachelor’s degree with work experience and skills needed for an executive assistant position. A master’s degree is preferred. The successful candidate will have practical experience in the use of Microsoft Office Suite, especially MS Publisher, MS Excel and MS Outlook. Experience in managing several tasks at the same time, demonstrated analytical and critical thinking skills, functional knowledge of managing research for specific projects, must be able to take initiative and execute administrative duties. Additionally, candidate must possess exceptional, written and verbal communication skills.

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/)

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: October 9th, 2017

APPLICATIONS:

The position will remain open until filled. Candidates should send a letter of application, current resume and transcripts, and three letters of recommendation as one PDF to:

Dean J. Bret Becton
bret.becton@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](http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination)