Staff Vacancy

POSITION: Program Assistant  EEO#RD 2-17

RESPONSIBILITIES:
- Maintain and revise spreadsheets, databases, records, and confidential files.
- Collect program data for the annual, university assessment report that is utilized by Program Director/Coordinator for departmental progress and accreditation purposes.
- Participate and attend training and conferences for enhancement of project operations and services.
- Supervise student aids regarding their work schedule, delegating tasks, completion of tasks, and ensuring student confidentiality.
- Complete student payroll for both STEM and Regular programs.
- Monitor and maintain STEM budget on a monthly basis.
- Complete travel requests and travel reimbursements for both STEM and Regular programs.
- Prepare paperwork for student Grant Aid.
- Place orders for supplies.
- Placing holds and managing resource checkout.
- Have a working knowledge of university policies and procedures as it relates to: inventory, maintaining budgets, grant aid, payroll, travel, student hiring, and purchasing.
- Facilitate the proper documentation of student records based on federal policies and procedure in both STEM and Regular programs.
- Compile necessary data for federal Annual Performance Report.
- Retrieve data and prepare progress reports as needed for Director/Coordinator for in-house and federal purposes.
- Maintain and update departmental Policy and Procedure Manual and take an active role in cross-training other program assistants regarding policies and procedures to ensure consistency throughout the department.
- Assisting Director/Coordinator in preparing and submitting Grant Proposals for renewal of grants.

QUALIFICATIONS:
Bachelor’s Degree with experience in managing budgets and supervising students.

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/

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: Earliest possible date

APPLICATIONS:
A résumé, three letters of recommendation, and transcript materials must be received for consideration by 5:00 p.m. on August 21, 2017. Please email application materials to: slm7267@louisiana.edu

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