



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

Staff Vacancy

POSITION: Project Coordinator

EEO# RD 50-16

RESPONSIBILITIES:

The Project Coordinator will work under the direction of the CLASS-ACT Project Director and Assistant Director to perform daily administrative tasks of the project and related early education activities. Qualified candidates will demonstrate solid organizational skills, attention to detail, good oral and written communication, and the ability to prioritize multiple tasks while meeting deadlines under pressure. Candidates should be problem-solvers and work collaboratively with staff across a transdisciplinary research center. Tasks include, but not limited to answering and making phone calls, assisting CLASS observers with scheduling, proof reading technical documents, schedule and maintain master calendar for observations, maintain spreadsheets for billing, tracking observations and mandatory documents and CLASS observers' personal files.

QUALIFICATIONS:

Associate or Bachelor's Degree in General Studies, Early Childhood Education, or Business Administration, preferred
Two years' experience in office administration, preferred.

UNIVERSITY AND COMMUNITY:

(The following is to be included in each vacancy announcement)

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: June 1, 2017

APPLICATIONS:

Submit cover letter, resume and references to chelsea.comeaux@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>