



Staff Vacancy

POSITION: Center Coordinator

EEO# RD 8-16

RESPONSIBILITIES:

The Center Coordinator will work under the direction of the Executive Director to facilitate the daily administrative operations of the Picard Center and its projects, support the interdisciplinary staff and volunteers working in the Child and Parent Resource Center; develop and maintain the activity schedule for the Child and Family Resource Center, and facilitate quality interactions among community members, volunteers, and university scholars. Qualified candidates are expected to have exceptional organizational skills, attention-to-detail, and the ability to prioritize multiple projects and scheduling deadlines under pressure.

QUALIFICATIONS:

- Associate or Bachelor's Degree in general studies, early education, or business administration and 2 years of experience in administration or teaching,
- Exceptional skills in administration, personal communication and organizational skills required to operate a busy office,
- Collaborative attitude toward interdisciplinary and diverse partners
- Experience with parents and children
- Experience working with volunteers
- Proficiency in MS Word, Power Point and Excel a must; infographics highly preferable

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: October 1, 2016

APPLICATIONS:

Candidate review will begin immediately. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Chelsea Comeaux
chelsea.comeaux@louisiana.edu

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