### UL Lafayette Foundation – Job Description

This position is a non-University vacancy, directly Employed by UL Foundation

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Student worker / Document Management Intern</th>
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</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>UL Lafayette Foundation</td>
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<tr>
<td>Hours per Week:</td>
<td>20 hours /week Fall &amp; Spring,</td>
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<td>Employment Start Date:</td>
<td>ASAP</td>
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**Responsibilities:**

Individual will be primarily responsible for assisting the UL Lafayette Foundation Department of Document Management and Archives, Facilities and Property.

**Job Description:**

- Files, scans, organizes, and retrieves records
- Ensures scanned documents and their manner of storage are in compliance with the Foundation’s document retention policies and procedures
- Arranges and maintains storage of Foundation records and documents
- Ensures that electronic images meet quality standards and appropriately labeled
- Prepares reports as needed
- Assist with implementation of compliance policies for organization and department
- Consult with end users regarding problems that might occur with online document system
- Assist with any Property oversights and research
- Performs other duties as assigned

**Qualifications:**

- Highly skilled in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Knowledge of Project Management process and charts a plus
- Proficiency in Adobe Professional a plus
- Previous supervisor experience a plus
- Attention to detail a must
- Reliable and organized
- Strong problem solving skills and the ability to research and think outside the box.

**Abilities:**

- Ability to work accurately, efficiently and independently
- Ability to handle sensitive and confidential information with discretion
- Desire to work in a team-based environment
- Must be able to lift, carry, push, or pull up to 20 pounds, and must be able to sit and stand for prolonged periods, and kneel throughout the day while performing reasonable tasks

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Email applications to Ryan Humphreys at ryan.humphreys@louisiana.edu