The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Executive Assistant to the Senior Vice President of System Advancement, to be domiciled in Baton Rouge.

SUMMARY:

The Executive Assistant to the Senior Vice President of System Advancement will function as a key member of the advancement team for the LCTCS, furthering the mission of community and technical colleges in Louisiana. As such, the primary duties of this position will include, but not be limited to, providing administrative and clerical support to the Senior Vice President, as well as the organizational structure for the System Advancement department. This position is responsible for all scheduling for the SVP, extensive meeting and event planning, preparation of reports, reviewing correspondence, answering incoming calls and correspondence regarding routine and non-routine matters. In addition, the Executive Assistant to the SVP will be responsible for acting as a point of contact for the Office of System Advancement department with all other departments within the LCTCS and member colleges, donors, high level individuals in state government and higher education, external vendors, and contractors.

DUTIES AND RESPONSIBILITIES: (including, but not limited to)

- Responsible for scheduling functions and maintaining the calendar for the SVP; coordinates meetings for the SVP; responsible for oversight of all travel arrangements for the SVP, including scheduling flights, registration for conferences, booking hotel arrangements and filing reimbursements once travel is completed

- Schedules and organizes complex activities such as special events, meetings, retreats, and activities for appropriate parties; including agendas, minutes, and arrangements for the meeting facility, menus, hotel, and travel

- Extensive meeting planning for the SVP, for the legislative affairs, governmental relations, public affairs, and related activities that promote the LCTCS; interfaces regularly with the LCTCS president’s office, board relations office, public affairs, social media, and other senior department leads and their personnel

- Pulls and analyzes reports from the donor database system as requested by the SVP

01-02-2013
● Relieves the SVP of a variety of administrative matters by assuming delegated authority in assigned areas involving routine matters. Organizes and prioritizes large volumes of information and calls. Fields routine and non-routine questions. Screens correspondence and responds independently when possible. Independently drafts correspondence and has delegated authority to sign routine correspondence. Represents the SVP in meetings, as assigned

● Assists with special projects or initiatives as assigned; works independently and with a team on special/nonrecurring and ongoing projects and procedural matters

● Acts as a project manager for special projects, campaigns, and other large-scale efforts for the SVP by tracking the work of those tasked to the project, disseminating information, preparing presentations, and providing overall coordination as required

● Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, and maintains confidentiality

● Performs and supervises administrative support activities such as maintaining files and central records, purchasing of supplies and equipment, and submission of timekeeping records; ensures that all documentation for payment and reimbursement are coded to the correct funding sources

● Provides oversight and supervision for clerical/student workers reporting to the department on projects for which he/she is responsible

MINIMUM QUALIFICATION REQUIREMENTS:

● A Baccalaureate degree in business, office administration, or related fields plus

● 3 or more years of advanced administrative support experience for executive or upper level management.

SUBSTITUTE QUALIFICATIONS

● An Associate degree in a secretarial science, office administration, technology or business related field from a business or technical school plus 5 years of advanced clerical experience working for upper level administrator or manager will substitute for minimum education and experience requirements

● 7 or more years of advanced clerical experience involving executive or upper level management may be substituted for minimum education and experience requirements

01-02-2013
ADDITIONAL REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Advanced working knowledge and proficiency with a variety of computer software applications in word processing, spreadsheets, databases, and presentation software (MSWord, Excel, PowerPoint).

- Ability to type/keystroke at a minimum of 60 words per minute

- Must be able to work in a fast-paced environment with demonstrated ability to manage competing demands; self-started; able to deal with frequent change, delays, and unexpected events with grace and patience

- High level of interpersonal skills; absolute ability to handle sensitive and confidential information; demonstrates poise, tact and diplomacy

- Ability to interact appropriately with high-level individuals in governments, higher education, and executives both within and outside the organization in a highly professional manner

- Strong written and oral communication skills; strong organizational skills.

- Mature, flexible, open, pleasant, able and eager to learn new skills; willing and able to work well independently as well as part of a team

- Experiences and skills considered a plus: administrative work in non-profit setting; experience working in a donor database or similar customer database

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806 or via email to fkillen@lctcs.edu

Applications are accepted until position is filled