



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Administrative Assistant

The Louisiana Community and Technical College System (LCTCS) is now taking applications for the position of Administrative Assistant. The Administrative Assistant will function as part of the President's staff. This position will be domiciled in Baton Rouge, Louisiana.

Summary:

The Administrative Assistant is responsible for providing administrative and clerical support to the Executive Assistant to the President, as well as the President and his Executive Staff. This position is responsible for a variety of administrative tasks related to organizing meetings, events and projects, reviewing correspondence, answering incoming calls and correspondence, booking travel arrangements, preparing expense reimbursements, and processing invoices for payment. The administrative assistant will need to be comfortable working in a fast paced and highly confidential work environment. The position requires motivation to complete task quickly and accurately and act in a professional manner.

Duties and Responsibilities shall Include but are not limited to the following:

- Answer calls and receive guests to the President's Office.
- Make travel arrangements for the President's office, including scheduling flights, registration for conferences, booking hotel arrangements, preparing and submitting proper paperwork for travel request and reimbursements.
- Schedule and organize complex activities such as meetings, retreats, and system activities for members of the Board and the senior management team; including agendas, minutes, and arrangements for the meeting facility, hotel and travel.
- Assist, as assigned, with special projects or initiatives.
- Work independently and with a team on special, nonrecurring, and ongoing projects and procedural matters. Acts as a project manager for special projects, at the request of the executive assistant or president, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company wide events.

- Relieve the Executive Assistant and Board Coordinator of a variety of administrative matters by assuming delegated authority in assigned areas involving routine matters.
- Track projects and complete reports as needed on assigned tasks.
- Represent the Executive Assistant in meetings upon request.
- Handle student complaints in a professional manner, direct to appropriate staff, and keep log up to date.
- Capable of supervising student workers.
- Perform activities such as maintaining files and central records, purchasing of supplies and equipment, submission of timekeeping records, as needed, and processing leave requests for leadership team.
- Maintain confidentiality of privileged information obtained in the course of work and uses sound judgment in making decisions.
- Assist with professional development events, ie. LCTCS annual conference.
- Performs other duties as assigned.

Qualification Requirements:

- A baccalaureate degree in business, office administration or related fields.

Substitute Qualifications:

- Associate degree in a secretarial science, office administration, technology or business related field plus 3 years of advanced clerical experience working for upper level administrators or managers and/or managerial experience will substitute for the degree requirement.
- 5 years related advanced clerical experience working for upper level administrators or managers, or 2 years of managerial experience, or a combination of these, will substitute for the degree requirement.

Additional Required Knowledge, Skills & Abilities:

- Advanced working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint).
- Ability to type/keystroke a minimum of 45 wpm.
- Must be able to work in a fast-paced environment with demonstrated ability to manage competing demands and is able to deal with frequent change, delays or unexpected events.
- Strong organizational skills.
- Ability to take direction, work independently and as part of a team, and manage competing demands.
- Absolute ability to handle sensitive information and maintain confidentiality.
- Strong written and oral communication skills; strong organizational skills; willing to learn new skills.
- Pleasant and professional demeanor.

Additional Requirements:

A valid Louisiana Driver's License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Anticipated starting salary will be commensurate with education and work experience. For more information about the Louisiana Community & Technical College System, visit www.lctcs.edu.

Application Instructions:

Applicants for this position should submit a cover letter that addresses the outlined responsibilities, a resume, and the names and contact information of three professional/work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

Or via email to employment@lctcs.edu.

Applications will be accepted until the position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.