

## **BOARD OF REGENTS**

### **POSITION ANNOUNCEMENT**

#### **LOUIS: The Louisiana Library Network LOUIS PROGRAM COORDINATOR**

The LOUIS: The Louisiana Library Network, located within the Board of Regents, seeks a Program Coordinator for finance and administrative support. LOUIS is a consortium of 47 public and private college and university libraries in the state of Louisiana. This partnership was formed in 1992 by the library deans and directors at these institutions, in order to create a cost-effective collaboration among the institutions for the procurement of library technology and resources. The individual appointed to this position will report to the BoR Associate Commissioner for LOUIS.

#### Responsibilities include:

- Budgetary management of the LOUIS program in collaboration with the Associate Commissioner.
- Development/oversight/management/monitoring of memorandum of understandings, contracts, interagency agreements, cooperative endeavor agreements, and supporting documents on behalf of program.
- Manage all aspects of vendor and LOUIS member invoicing.
- Fiscal and administrative reporting of program to BoR, Associate Commissioner, and LOUIS Board.
- Administrative support to the Associate and Assistant Commissioners including calendar, scheduling appointments, meetings and travel.
- Handling of support needs for the LOUIS team such as purchasing equipment/arranging, reimbursement of travel/conferences, budgetary reporting, and event coordination.
- Assisting LOUIS team in facilitation of meeting minutes and records for meetings convened or staffed by the LOUIS team or LOUIS board.
- Assisting with receipt and handling of correspondence, paper and electronic.
- Assisting with preparation of LOUIS board materials and powerpoint presentations as appropriate.
- Drafting routine letters and responses under the direction of the LOUIS team.
- Other appropriate duties as assigned.

#### Minimum Qualifications:

- Baccalaureate degree in a business related field preferred, with a minimum of five years professional level experience.
- Excellent oral and written communication skills.
- Experience in Microsoft Access, Word and Excel.
- Experience in budget and contract preparation, management and oversight, fiscal projections, administrative support and familiarity with state and fiscal regulations.
- Experience in higher education and/or state government.
- Valid Louisiana driver's license.
- Ability to lift and carry at least 30 pounds.
- Willingness to travel.
- Fluency in English, written and verbal.

#### Preferred Qualifications:

- Experience with procurement of library subscriptions and/or technology.

Interested applicants should send a cover letter, resume and three professional references to [BoR.jobs@la.gov](mailto:BoR.jobs@la.gov).