

BOARD OF REGENTS

POSITION ANNOUNCEMENT

PROGRAM COORDINATOR

The Program Coordinator to the Deputy Commissioner for Legal and External Affairs and the Associate Commissioner for Workforce Development and Training (“Supervisors”) provides administrative and professional support to the Supervisors, and will serve as the confidential assistant to the Supervisors on a wide variety of tasks.

Responsibilities include:

- Assisting the Supervisors with calendar, scheduling appointments, meetings and travel;
- Assisting in event arrangement, meeting set-up, production of meeting materials, and facilitation of meeting minutes and records for meetings convened or staffed by the Supervisors;
- Providing assistance during legislative sessions with tracking pending legislation and legislative committee meetings under the direction of the Deputy Commissioner for Legal and External Affairs;
- Providing meeting set-up and event coordination for agency and division meetings;
- Coordinating and maintaining contracts within the purview of the Supervisors;
- Assisting with receipt and handling of correspondence, paper and electronic;
- Assisting with preparation of board materials and power point presentations as appropriate;
- Drafting routine letters and responses under the direction of the Supervisors;
- Providing back-up assistance to the Executive Assistant to the Commissioner and the Board; and
- Assisting the Assistant Commissioner for Public Affairs in making sure that the Regents website is updated, including Board committee and meeting agendas and documentation.

Minimum qualifications:

- Associate degree from a regionally accredited institution OR Louisiana Certified Paralegal;
- Minimum recent 5 years of experience as Administrative/Executive Assistant or paralegal;
- Strong computer and Internet research skills; and
- Excellent interpersonal skills and the ability to work well with all levels of agency staff and external stakeholder groups.

Preferred qualifications

- Bachelor’s degree from a regionally accredited institution, with emphasis in office administration;
- Experience in higher education and/or state government.

Interested applicants should send a cover letter and resume to BoR.jobs@la.gov.