

BOARD OF REGENTS

EXECUTIVE ASSISTANT/ PROGRAM COORDINATOR

The Executive Assistant to the Deputy Commissioner for Strategic Planning and Student Success is responsible for all administrative matters relative to the Deputy Commissioner's office and purview and will serve as the confidential assistant on a wide variety of tasks.

Responsibilities include:

Program Duties

- Will be responsible for assisting with meetings for a variety of stakeholders, which can include: internal and external leadership teams and workgroups supporting the Board's Master Plan efforts; postsecondary system and institutional leadership; postsecondary system data advisory team; Student Success Council; Proprietary Schools Advisory Commission; LaSTEM Advisory Council; Cybersecurity Commission; state agencies, and external organizations.
- Coordinate the meeting setup, production of meeting materials, and facilitation of meeting minutes and records for the Board of Regents, committees, commissions and ad-hoc groups as needed.
- Manage workflow of Board documents, to include proofing reports, monitoring deadlines, drafting/reviewing presentation slides, and assisting with updating the Regents website.
- Coordinate, monitor, and maintain division contracts as needed.
- Develops and maintains unit-related documents such as postsecondary reports, institution reports, business records, meeting materials, etc.
- Assist with and/or engage in program projects as they evolve or upon request.

Administrative Duties

- Provide assistance to the Deputy Commissioner with regard to calendar, scheduling appointments, meetings, correspondence, purchasing processes, travel arrangements, and documentation as needed.
- Provide back-up assistance for the Executive Assistant to the Commissioner and the Board.
- Provide occasional assistance, as needed, to members of senior staff and other agency staff.

Qualifications:

- Bachelor's degree required, however, relevant experience may be substituted.
- Excellent organizational and professional communication skills.
- Experience with arranging and planning in-person and online meetings and events.
- Skilled in copy editing and proofing documents.
- Team-oriented with a willingness and ability to learn.

Preferred Qualifications:

- Experience working with or within postsecondary environments.
- Familiarity with contract management and procurement processes.
- Knowledgeable of editing and updating web content (e.g. WordPress).

The deadline to apply is Wednesday, August 19, 2020. Interested applicants should send a cover letter, resume and contact information for three professional references to bor.jobs@laregents.edu