

BOARD OF REGENTS

POSITION ANNOUNCEMENT

LOUIS: The Louisiana Library Network Library Consortium Communications Assistant

LOUIS: The Louisiana Library Network is located within the Board of Regents. 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 LOUIS Member Services Administrator.

The work schedule will be mutually agreed upon, with an expectation of 10 – 15 hours per week within the hours of 7:00 AM – 5:00 PM. Partial remote work may be available upon approval. The successful candidate must be able to identify areas for improvement in external communications and bring them to the attention of the LOUIS team. The selected candidate must also be able to shift priorities as needs change and work quickly within tight deadlines.

Responsibilities Include:

- Identify relevant content for a bi-weekly news digest; assemble, publish, and distribute digest
- Assist in creation and distribution of quarterly newsletter
- Maintain public-facing calendars
- Assist in event promotion and conferences
- Assist in transcription and video editing
- Provide project support to the LOUIS team as needed
- Support business office processes as needed including filing, photocopying, and data-entry projects

Minimum Qualifications:

- Pursuing a Baccalaureate degree
- Experience using Microsoft Outlook, PowerPoint, Word and Excel
- Valid Louisiana driver's license and ability to travel
- Fluency in English, written and verbal
- Ability to lift and carry at least 30 pounds

Preferred Qualifications:

- ALA-accredited master's degree candidate
- Experience in communications
- Experience in website maintenance
- Basic knowledge of libraries
- Experience with Adobe Creative Cloud Suite including Premiere Pro, Illustrator, and Photoshop
- Experience with video editing
- Experience with graphic design and basic knowledge of design principles

The deadline to apply is Friday, January 29, 2021. Interested applicants should send a cover letter, resume and contact information for three professional references to bor.jobs@laregents.edu