

## BOARD OF REGENTS

### POSITION ANNOUNCEMENT

#### **LOUIS: The LOUISIANA LIBRARY NETWORK LOUIS EXECUTIVE ASSISTANT/PROGRAM COORDINATOR**

A successful candidate will be highly organized and detail-oriented, will work well with limited supervision, and will communicate effectively with the LOUIS team to assist with project needs. The selected candidate must also be able to shift priorities as needed and work quickly with tight deadlines. This a full-time, partially remote work position with occasional travel required.

#### **Responsibilities include:**

- Support business office processes including filing (paper and electronic), photocopying, scanning, data-entry, mail pick up and distribution
- Coordinate all aspects of travel for LOUIS staff members including creating travel authorizations, booking hotels, flights, registrations, and reimbursement
- Manage the staff calendar
- Coordinate meetings for a variety of stakeholders including the Executive Board, Administrator groups, and working groups supporting LOUIS programs, services, technology, and initiatives.
- Coordinate the meeting setup, production of meeting materials, and facilitation of meeting minutes and records for the Executive Board meetings, Administrator meetings, and ad-hoc groups as needed.
- Support the planning and administration of the annual LOUIS Users Conference
- Manage workflow of Executive Board documents, to include proofing reports, monitoring deadlines, drafting/reviewing presentation slides, and assisting with updating the LOUIS website.
- Provide project support to LOUIS electronic resources, members services, business affairs, and communications staff as needed.
- Provide assistance to the Executive Director with regard to calendar, scheduling appointments, meetings.

#### **Qualifications:**

- Bachelor's degree required.
- 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:**

- ALA accredited Master's degree or candidate
- Experience working with or within postsecondary environments.
- Familiarity with contract management and procurement processes.
- Knowledgeable of editing and updating web content
- Experience with professional-level writing, editing, or communications

**About LOUIS:** The LOUIS: The Louisiana Library Network is located within the Board of Regents. LOUIS is a consortium of 48 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 Library Services Platform Administrator.

This vacancy closes Wednesday, February 8, 2023, at 11:59 p.m. Interested applicants must apply via LA Careers at:

[EXECUTIVE ASSISTANT/PROGRAM COORDINATOR | Job Details tab | Career Pages \(governmentjobs.com\)](#)