



**Louisiana's**  
Community & Technical Colleges  
*Changing Lives, Creating Futures*

## **Executive Assistant (Two Vacancies)**

The Executive Assistant will provide ongoing administrative support to several Executive-level Officers and their respective teams.

### **Required Duties:**

- Managing general daily office duties, as requested
- Oversight of travel arrangements in accordance with travel rules and regulations for the Executive Officers and members of their respective teams, including preparing and securing authorizations to travel, scheduling flights, reserving cars, registration for conferences, booking hotel accommodations, and filing reimbursement paperwork once travel is completed
- Purchasing of office supplies and equipment for the Executive Officers and members of their respective teams in accordance with purchasing rules and regulations
- Event planning and support, to include, reserving event space, securing catering, ensuring proper AV equipment is in place, event registration, copying and collating of event materials, and event set up and clean-up
- Screening phone calls and emails, responding independently when possible, or routing the inquiry to the proper staff member
- Assisting with the onboarding of new employees, to include coordinating with Human Resources and the Information Technology Department to ensure that new employees are properly on boarded and have all resources needed to begin work on their first day on the job
- Archiving and maintaining of physical and electronic records and documents
- Managing special projects, as requested by the Executive Officers
- Creating and developing visual presentations for the Executive Officers, as requested
- Coordinating the collection and distribution of information from and to college-level staff and other external entities, as requested
- Support Executive Officers with accomplishing tasks related to Board initiatives
- Attending ad-hoc and recurring meetings, developing agendas and taking minutes, as requested by the Executive Officers

### **Preferred Duties:**

- Process Foundation donations and payments in accordance with established policies and procedures; maintain complete and accurate records of all transactions; and ensure compliance with state laws, regulations, and board policy
- Maintain the donor database with accurate, up-to-date information, properly track and invoice pledges, track tax credit donations in the database and keep a file for each tax credit donor, track corporate matching gifts to ensure proper credit, track in-kind contributions and ensure credit and acknowledgment; and ensure the timely acknowledgement of all donations
- Maintain financial documents for the Foundation and System Advancement by processing deposit memos, disbursements, check requests, and purchase requisitions; ensures that all documentation for payment and reimbursement are coded to the correct funding sources
- Process payables and receivables during the annual conference in a timely manner

### **Desired Qualifications:**

- A Bachelor's degree from an accredited university
- An Associate's degree from an accredited college may substitute for the Bachelor's degree with five or more years of advanced administrative support experience for executive or upper level management
- Demonstrated experience working with accounting and fundraising software
- Demonstrated ability to communicate verbally and in writing with MS Office and Adobe products
- Strong organizational skills
- Ability to work independently or as part of a team
- Ability to handle sensitive issues and situations with confidentiality and professionalism

### **Additional Requirements:**

A valid Louisiana Driver's License  
Proof of motor vehicle insurance

**In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

### **Compensation:**

Anticipated starting salary will be commensurate with education and work experience.

## **Application Instructions**

Applicants for this position should submit a cover letter that addresses the outlined responsibilities, a resume, and the names and contact information of three professional/work-related references to:

Human Resources Specialist  
Louisiana Community and Technical College System  
265 S. Foster Drive  
Baton Rouge, LA 70806

Or via email to [employment@lctcs.edu](mailto:employment@lctcs.edu).

Applications will be accepted until the positions are filled.

For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

*Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.*