

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: 8 July 2019 Department: Educational Talent Search Program  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: 7 August 2019 Date position to be filled: 2 September 2019

Position Title: Talent Search Office Manager

Salary (annual): \_\_\_\_\_ or Salary Range: 20000 to 25000

Please check all categories that apply to this position:

### Status

- Part-time  
\_\_\_\_\_  
% of time  
 Full-time

### Faculty Position

- Temporary  
 Tenure  
 Tenure Track (Probationary)  
 Grant  
 Contract

### Unclassified Position

- Administrative  
 Temporary  
 Permanent  
 Grant  
 Contract

### Classified Position

- Probationary  
 Job Appointment  
 Provisional Appointment

Contact Person: Amelia B. Sellers Telephone No: 504-286-5211

Contact Email Address: asellers@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

### Brief job description

Input program data. Plan and organize technical aspects of all program information. Analyze data and prepare reports. Provide training for use of instructional technology. Maintain computer equipment and track all equipment for inventory. Setup eligibility and service files. Assist Assistant Director and Director in achievement of all program goals and objectives.

### Minimal qualifications

Some college preferred; 2 years clerical experience

### Remarks

Submit electronically a statement of interest, three letters of recommendation, curricula vitae, official graduate education transcripts

Apply To:

AN EQUAL OPPORTUNITY EMPLOYER