

Board Relations Coordinator (Part-Time)

Job Overview

The University of Louisiana System is seeking a highly organized professional (Part-Time) to provide essential administrative and operational support to the Board of Supervisors. This role ensures effective communication, accurate documentation, and smooth coordination of Board meetings, committees, and official activities.

Responsibilities include but are not limited to:

- Serving as a primary liaison to Board Members and managing communications via email, phone, and the OnBoard platform.
- Coordinating meeting schedules, preparing annual calendars, managing venue arrangements, and handling logistics such as hotel reservations.
- Preparing and organizing agendas, meeting materials, official notices, and detailed, accurate minutes.
- Maintaining official Board records including agendas, minutes, historical documentation, and Board Member credentials.
- Preparing correspondence, travel reimbursements, researching historical data, and assisting with special projects.
- Maintaining accurate contact information and assisting with System-wide programs, special events, and office support needs.

Qualifications:

- Associate degree in Office Administration, Public Administration, Business, Communications, or related field; or 3–5 years of professional administrative experience.
- Strong communication, organizational, and interpersonal skills.
- Exceptional writing, editing, and proofreading skills with strong attention to detail.
- Experience supporting boards, commissions, or executive leadership preferred.
- Knowledge of the Louisiana Public Records Act and Open Meetings Law is a plus.
- Proficiency in Microsoft Office Suite and virtual meeting platforms; experience with OnBoard preferred.

Please submit your electronic résumé as a PDF to erica.calais@ulsystem.edu, using the subject line: “Board Relations Coordinator Application – Your Name.”