

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: June 3, 2010 Department: Small Business development and Management Institute  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application

Deadline: July 3, 2010 Date position to be filled: Open until filled

Position Title: Project Coordinator

Salary (annual): \$40,000 or Salary Range: \$40,000 to \$45,000

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: Cynthia Beaulieu Telephone No: 504-286-5032

Contact Email Address: cbeaulie@suno.edu

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

**Brief job description** [Maximum 5 lines @ 500 characters (including spaces) per line]: The Project Coordinator will be responsible for maintaining compliance for the HUD-HBCU Grant initiative. The duties will include but not be limited to daily inputting, monitoring trainings, job placement and development for students and faculty involvement with program participants. The Project Coordinator will monitor all grant expenditures: assist in the development and presentation of all workshops, seminars and trainings. The Project Coordinator will work closely with Project Director to insure all project activities of the program are carried out and the HBCU-HUD Grant meets its deliverables. Project Coordinator must have demonstrable interpersonal skills, a servant spirit, be patient, and be willing to work outside the normal office hours.

**Minimal qualifications** [Maximum 4 lines @ 450 characters (including spaces) per line]: the Project Coordinator qualifications include a bachelor's degree with significant course work in business or five or more years business management experience and small business development experience, documented computer technology experience as well as excellent oral and written communications skills. This person must be skilled and capable in administering a multidiscipline project such as the HUD-HBCU Grant. This person must have basic office administrative skills, which should include multi-tasking.

**Remarks** [Maximum 3 lines @ 300 characters (including spaces) per line]:

Prospective applicants must submit a resume, letter of interest, official transcript(s) and three professional letters of recommendation.

Apply To:

Cynthia Beaulieu, Director  
Small Business Development and Management Institute  
6801 Press Drive, New Orleans, La 70126

**AN EQUAL OPPORTUNITY EMPLOYER**