

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: November 5, 2008 Department: Records
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: November 21, 2008 Date position to be filled: December 5, 2008

Position Title: Administrative Coordinator 1

Salary (annual): _____ or Salary Range: \$16,120.00 to \$33,883.00

Please check all categories that apply to this position:

Status	Faculty Position	Unclassified Position	Classified Position
<input type="radio"/> Part-time	<input type="radio"/> Temporary	<input type="radio"/> Administrative	<input checked="" type="radio"/> Probationary
<input checked="" type="radio"/> Full-time	<input type="radio"/> Tenure	<input type="radio"/> Temporary	<input type="radio"/> Job Appointment
	<input type="radio"/> Tenure Track (Probationary)	<input type="radio"/> Permanent	<input type="radio"/> Provisional Appointment
	<input type="radio"/> Grant	<input type="radio"/> Grant	
	<input type="radio"/> Contract	<input type="radio"/> Contract	

Contact Person: Kathy Stephenson Telephone No: (504) 286-5171

Contact Email Address: kstephen@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]:

Processes re-admit applications and updates student records, evaluates transcripts, corresponds re. acceptance or rejection to applicants. Assists students by answering inquiries re. academic records and filling out forms pertinent to their situations. Answers phones, receives and distributes mail, performs enrollment verification of students. Inputs and updates data in computer system. Transfers students into college department of major. Processes add/drop, assists during registration.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

Applicants without re-hire, promotional or testing exemption eligibility must have Civil Service test scores for 7000-COAST Behavior Assessment and 7001-COAST Office Skills. Minimum percentile score of 40% on 7000-COAST Behavior Assessment and 40% on 7001-COAST Office Skills will be preferred.

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

Application must be on Civil Service SF-10 Application Form. Please submit a copy of Civil Service test scores with application. For more information, refer to LA Dept. of State Civil Service website at www.civilservice.la.gov. Preference will be given to applicants with university experience.

Apply To:

Ms. Kathy Stephenson
Human Resources
Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER