



## Assistant to the Vice Chancellor for Academic Affairs

SOWELA Technical Community College invites enthusiastic, self-motivated professionals to apply for the position of Assistant to the Vice Chancellor for Academic Affairs. This is a full-time, twelve-month, position available Summer 2017.

### **Assistant to the Vice Chancellor for Academic Affairs:**

This is a professional staff assistant position in the Office of the Vice Chancellor for Academic Affairs. The individual in this position manages the daily administrative operations and/or affairs of the VCAA's office that can include work for the Dean of Instruction as well as work after regular office hours and an occasional weekend; responsible for a wide variety of functions and situations including project research and management.

### **Education and Work Experience**

The applicant must have a minimum of (5 – 7) years of experience as an administrative assistant or in a related function in a similar environment. A Bachelors or an Associate degree is preferred.

Additional Requirements: Proficiency in the use of standard office equipment and networked personal computers, utilizing a variety of software is essential that includes but is not limited to Microsoft Word, Excel, Outlook and PowerPoint. Individual must be a committed, motivated self-starter who is capable of initiating and completing work with little supervision and/or as a part of a team on larger projects.

To request an official application and a copy of the position description, email [resume@sowela.edu](mailto:resume@sowela.edu).

Accepting applications until position is filled.

Send application, cover letter, resume, and copy of transcript(s) to: Director of Human Capital Resources & Payroll, Office of Human Capital Resources & Payroll, SOWELA Technical Community College, P.O. Box 16950, Lake Charles, LA 70616-6950 or fax (337) 491-2135.

SOWELA is an equal opportunity, equal access educational institution committed to diversity in education and employment; and *does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, genetic information, pregnancy status, religion, veteran status, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Sections 503 and 504 of the Rehabilitation Act, Age Discrimination Act, VEVRAA and Title II of the ADA.*