Graduate Student Assistant for the Craft & Hawkins Department of Petroleum Engineering

ADMINISTRATIVE PROGRAM ASSISTANT 50%/E

The Craft & Hawkins Dept of Petroleum Engineering (PetE) is accepting applications for a graduate student assistant of HR and Administrative Matters. The incumbent will report to the Administrative Program Specialist and will assist in many aspects of administration for PetE. The position requires excellent written and verbal communication skills.

Responsibilities:
The Graduate Student Assistant in PetE is responsible for assisting the administrative staff with numerous duties. Duties include but may not be limited to:

- Awards Coordinator for the Departmental Scholarship Program. Assists in gathering documentation and mailing nominations for faculty or staff regarding student scholarship awards. Manages thank you notes program wherein cards are designed, ordered, distributed, collected, digitally scanned and filed, and then mailed to the donors.
- Responds to inquiries/requests from the public, government, industry, and other universities regarding the Department. Compiles, organizes, and electronically files alumni and donor correspondence. Oversees distribution of departmental mail, as necessary.
- Accesses and updates daily calendar of Department Chairperson. Schedules room assignments, reserves rooms, reserves parking, and handles arrangements for meetings with faculty, other Department Chairpersons, as requested.
- Assists with Industry Advisory Committee (IAC) and Alumni Relations, supporting many activities of the biannual Petroleum Engineering IAC: coordinating the Fall dinner or Spring SPE crawfish boil, and arranging for visual aids, catering, parking etc.; and assisting in preparations and promotion for the Society of Petroleum Engineers Annual Technical Conference and Exhibition LSU Alumni Reception.
- Processes requests for all telecommunication services and foundation check requests.
- Supports Editor-In-Chief of annual departmental newsletter, researching, writing, and editing articles, blurbs, and photos. Ensures all materials are gathered in a timely fashion in order to print and distributed. Much of this content will come from or be reused as web content. Necessary skills include competence in production of publications, involving technical writing, creating, editing, reporting, research and web skills.
- Interacts with officers and members of student organizations (Society of Petroleum Engineers, American Association of Drilling Engineers, and Pi Epsilon Tau) and disseminates information to Administrative Program Specialist, as necessary.
- Performs other tasks consistent with the purpose of the position.

Upon success regarding these duties, we hope to include the following:
- Reconciles any number of accounts including Scholarships, Professorships/Chairs, other Foundation and State accounts. Maintains Excel spreadsheet for managing these accounts.
Updates confidential files of faculty resumes, HR forms and corresponding memos, and forms associated with the International Services Office for visa purposes.

**Required Qualifications:**
A bachelor’s degree is required. Major in English, journalism, public relations, or mass communication preferred. Employee must have an understanding and commitment to the objective of higher education; ability to work cooperatively with University students, staff and alumni; proven communication skills in writing and speaking; technical writing experience, and evidence of leadership ability. This employee should possess superior attention to detail, skills in working with a diverse group of people, ability to work collaboratively, and the ability to present a positive professional public image for the PetE at LSU. External and internal customer service skills and exemplary writing skills are a must.

**Additional Qualifications Desired:**
Experience in extensive writing, an internship or professional experience in related fields; special event planning and writing for publications and/or graphic design is preferred. Knowledge of computer software, specifically design programs, such as Photoshop, Microsoft Publisher, and Dreamweaver, in addition to web content design and navigation are desirable.