



BOARD OF ELEMENTARY AND SECONDARY EDUCATION

EMPLOYMENT OPPORTUNITY

Administration and Research Associate

The mission of the Board of Elementary and Secondary Education (BESE) is to provide leadership and create policies for education that expand opportunities for children, empower families and communities, and advance Louisiana in an increasingly competitive global market. The Board provides supervision and control over public elementary and secondary schools, special schools, and failed schools under its jurisdiction, and has budgetary responsibility for all funds appropriated or allocated by the state for those purposes.

The Administration and Research Associate contributes to BESE's work as a policymaking body by supporting the agency in operational duties. This position manages and fulfills certain necessary administrative, logistical, and operational roles to support effective executive function by BESE members and the Executive Director. The Administration and Research Associate provides support in the management of BESE Committees and Board meeting work, including necessary follow-up. The Administration and Research Associate will regularly assist in conducting research for and providing information and resources to BESE members, constituents, and stakeholders.

This position reports to the Executive Director.

Responsibilities include, but are not limited to:

- Research policy topics, analyze data, and create documents, as needed;
- Staff and/or support Board Committees, as directed, including, preparation of agendas, compilation of backup, and completion of minutes;
- Compose and prepare correspondence for BESE members and the Executive Director;
- Track Committee and Board actions that require follow-up activities by LDE and/or BESE staff, as directed;
- Assist with office operations, as needed;
- Assist in website management;
- Assist in addressing Board Members' constituent requests, which may include research, as assigned;
- Support the operations of the policymaking continuum;
- Respond to education policy and process questions from Board Members, LDE and BESE staff, and constituents, as directed;
- Assist with production of Board publications and materials;
- Lead special projects, as assigned; and
- Provide other support to Board members and the Executive Director, as needed.

Candidate Profile:

- Bachelor's degree required, master's degree preferred

- Strong verbal and written communications skills
- Detail-oriented and able to use time management skills in dealing with multiple projects and tight timelines
- Internet research abilities and PC skills
- Working knowledge of HTML is a plus
- Ability to work in a fast-paced environment, both independently and as part of a larger team
- Skilled in Microsoft Office Suite, especially Excel and PowerPoint
- Experience working in education and/or policy preferred

Salary is commensurate with experience and qualifications. Interested applicants should submit a cover letter and resume to Shan Davis, Executive Director, at shan.davis@la.gov; place "Administration and Research Associate" in the subject line. Applications will be accepted until 4:30 p.m. on Thursday, February 12, 2015.