Sr. Administrative Assistant, Academic Innovation and Digital Learning (AIDL)

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Type: Full-Time
Salary: $37,330 - $48,529 per year
Posted: 3 days ago
Category: Administrative Assistants

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Salary: $37,330.00 - $48,529.00 Annually
Location: Beaumont, TX
Job Type: Full-Time Staff
Job Number: 202600088
Closing Date:
Home Org: Distance Education
FLSA: Non-Exempt

Job Summary

The Senior Administrative Assistant provides high-level, comprehensive administrative and operational support to the leadership (e.g., Associate Provost) for Academic Innovation and Digital Learning (AIDL) and the AIDL unit. This position plays a pivotal role in ensuring the efficient daily operations of the Division of Digital Learning (DoDL) and co-managed initiatives within the Division of Innovation, Responsible Ethics, and CyberTech (DIRECT).

The sr. admin. asst. manages complex administrative, financial, and project coordination functions; supports strategic initiatives; and facilitates communication and collaboration among faculty, staff, leadership, and external partners. Responsibilities include budget and procurement support, contract and workflow coordination, data management and reporting, event and professional development logistics, and executive-level administrative support.

Through proactive problem-solving, discretion in handling sensitive information, and a commitment to service excellence, this position advances AIDL's mission to promote continuous improvement, foster pedagogical innovation, support responsible and ethical technology integration, and ensure academic quality across the university.

Special Note: We are unable to provide visa sponsorship for this position. Candidates must be authorized to work in the United States without the need for sponsorship now or in the future.

Essential Job Functions

- Administrative Financial Operations Support & Management: Provides operational and fiscal support for AIDL, DoDL, and DIRECT initiatives.
    - Supports core business operations, including contract monitoring, multi-year procurement planning, and budget tracking.
    - Coordinates requisitions, purchase orders, and travel processes in compliance with institutional, state, and grant-related policies.
    - Manages contract workflows in collaboration with Procurement and Compliance, ensuring timely renewals, approvals, and documentation.
    - Administers EPAFs, incentive pay, stipends, and award payments for faculty, staff, and student workers.
    - Performs expenditure reconciliation, monitors account balances, and assists with financial forecasting and long-range planning.
    - Ensures accuracy, transparency, and compliance in all fiscal and procurement activities.
- Division & Leadership Administrative Support: Serves as primary administrative liaison for DoDL and DIRECT and provides executive-level support to AIDL leadership.
    - Manages complex calendars, meeting schedules, and travel arrangements for division leadership.
    - Prepares agendas, compiles briefing materials, records minutes, and tracks action items for leadership meetings, committees, and task forces.
    - Maintains official correspondence, records management systems, and confidential files in accordance with institutional policies.
    - Maintains assessment, accountability, and operational documentation for internal and external reporting or review.
    - Assists in developing and disseminating communications, including newsletters, reports, announcements, and initiative updates.
    - Supports website updates, marketing materials, and digital communications for division programs and services.
    - Represents DoDL/DIRECT in routine matters and provides continuity of operations when leadership or staff are unavailable.
- Project & Initiative Coordination: Supports planning and execution of academic innovation, digital learning, and quality assurance initiatives.
    - Collaborates with AIDL leadership to coordinate projects, initiatives, and strategic priorities.
    - Develops and maintains project timelines, task tracking systems, and status updates.
    - Facilitates communication among stakeholders, ensuring alignment and timely completion of deliverables.
    - Coordinates logistics for events, trainings, faculty development programs, and innovation initiatives.

- Data Management & Reporting: Supports data-informed decision-making and institutional accountability.
    - Maintains accurate records, databases, and documentation related to AIDL operations and initiatives.
    - Assists with data collection, validation, analysis, and report preparation.
    - Supports accreditation, compliance, assessment, and institutional effectiveness reporting.
    - Ensures data integrity, accessibility, and secure handling of sensitive information.
- Committee & Meeting Support: Provides comprehensive administrative support for AIDL-related committees and governance groups.
    - Prepares and distributes agendas and meeting materials.
    - Records minutes and monitors follow-up actions.
    - Coordinates meeting logistics, including room reservations, technology setup, and hospitality arrangements.
    - Ensures compliance with documentation and record-retention requirements.
- Faculty & Staff Support: Enhances service delivery and engagement with faculty and staff.
    - Serves as a liaison between AIDL and faculty/staff, responding to inquiries and facilitating communication.
    - Assists with coordination of development opportunities, workshops, and training sessions.
    - Supports the organization and dissemination of resources, instructional materials, and innovation tools.

Minimum and Desired Qualifications

Minimum Qualifications:

- High School Diploma/GED and 5 years of experience **OR** an Associates/Bachelor's degree and 3 years of experience in administrative support, project coordination, or operations support in a professional setting.
- Demonstrated experience coordinating complex workflows, managing multiple priorities, and meeting deadlines in a fast-paced environment.
- Strong written and verbal communication skills, with the ability to interact professionally and effectively with professionals (e.g., faculty, staff, leadership, and external stakeholders).
- Demonstrated ability to handle highly confidential and sensitive information with discretion and sound judgment, including information obtained through meetings, conversations, correspondence, and leadership communications.
- Proven organizational skills, attention to detail, and ability to maintain accuracy and confidentiality when handling sensitive information and financial records.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experience working with databases, reporting systems, or enterprise applications.
- Experience supporting budgeting processes, procurement activities, travel coordination, or financial reconciliation.
- Ability to work independently with sound judgment while contributing collaboratively within a team-oriented environment.
- Experience working in higher education, government, nonprofit, or similarly complex organizational settings.

Desired Qualifications:

- Familiarity with instructional technologies, educational software, and learning management systems (e.g., Canvas, Blackboard, Moodle).
- Experience with multimedia production, graphic design, or digital content creation or support.
- Exposure to artificial intelligence (AI) applications or other emerging technologies that support teaching, learning, or administrative efficiency.
- Experience developing and delivering training materials, workshops, or presentations.
- Experience planning events, coordinating programs, or supporting conferences.
- Demonstrated ability to collaborate with cross-functional teams, committees, or task forces in an academic or other complex organizational environment.

Supplemental Information

Key Competencies:

- Advanced organizational and time management skills with the ability to manage multiple complex priorities, deadlines, and competing demands in a fast-paced, high-visibility environment.
- Exceptional interpersonal and communication skills (written and verbal), with the ability to engage professionally and effectively with faculty, staff, executive leadership, students, and external partners.
- High level of discretion and professional judgment, with demonstrated ability to handle highly confidential and sensitive information obtained through meetings, conversations, correspondence, and leadership communications.
- Strong attention to detail and accuracy in managing records, financial data, contracts, reports, and official documentation.
- Proficiency with enterprise and productivity technologies, including Microsoft 365 (Teams, Word, Excel, PowerPoint, Outlook), database systems, virtual collaboration tools, and project management platforms.
- Working knowledge of budgeting, procurement, and financial reconciliation processes, with the ability to monitor expenditures and support compliance with institutional policies.
- Problem-solving and critical thinking skills to identify administrative challenges, recommend solutions, and contribute to process improvements and operational efficiency.
- Adaptability and resilience to function effectively in a dynamic environment supporting innovation initiatives, emerging technologies, and evolving institutional priorities.
- Customer service orientation with a commitment to providing responsive, high-quality support to internal and external stakeholders.
- Strong collaboration and relationship-building skills to work effectively within teams and across divisions, committees, and cross-functional groups.
- Ability to work independently with initiative and sound judgment, while keeping leadership informed and aligned with unit priorities.
- Project coordination and event management skills, including planning logistics, tracking deliverables, and supporting professional development programs, trainings, and academic events.
- Familiarity with higher education environments, including academic terminology, shared governance structures, and faculty support needs.
- Data management and analytical skills, including the ability to maintain databases, assist with data collection and reporting, and support assessment, accreditation, and continuous improvement efforts.
- Digital fluency and willingness to learn emerging technologies, including instructional technologies, AI-enabled tools, and systems that support teaching, learning, and administrative efficiency.

- Commitment to professionalism, ethical conduct, and continuous professional development to remain current with best practices in academic administration and digital learning.

Physical Requirements:

- No major physical requirements.
- Ability to get around the campus as needed.
- Ability to lift small items (3-10 pounds maximum).

Job Conditions: Position is subject to annual review by supervisor.
Employee must abide by all Lamar University, State, and Division policies and procedures.

Lamar University is An Equal Opportunity Employer

Lamar University is proud to provide employment preference to veteran applicants in accordance with Texas 805 Government Code, Section 657.003.

This position is security-sensitive and thereby subject to the provisions of the Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

To apply, please visit https://www.schooljobs.com/careers/lamar/jobs/5257294/sr-administrative-assistant-academic-innovation-and-digital-learning-aidl

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