



ADMINISTRATIVE ASSISTANT

Part-Time

Organizational Background

The LSU Hilltop Arboretum is a 14-acre outdoor museum located on Highland Road, seven miles south of the LSU campus. Its mission is to provide a sanctuary where students and visitors can learn about natural systems, plants, and landscape design. Stewardship of Hilltop is shared by the LSU Robert Reich School of Landscape Architecture and the Friends of Hilltop nonprofit. Friends provides community engagement, educational programs, and fundraising to support the arboretum.

Position Overview

The Administrative Assistant supports the Friends of Hilltop Arboretum office and supporting the Director and Office Manager with day-to-day administrative tasks. Duties include assisting visitors and volunteers, answering phones and managing Hilltop's social media, email and calendar, preparing correspondence and mailings, filing and maintaining archival records, updating databases, coordinating kitchen and office supplies, monitoring custodial needs, and providing administrative and logistical support for events, rentals, camps, and programs. Other duties may be assigned as needed.

Key Responsibilities

- Manage day-to-day office operations, including phones, email, calendars, correspondence, mailings, filing, records, databases, and supplies.
- Welcome and assist visitors, volunteers, members, renters, and program participants.
- Provide administrative and logistical and social media support for programs and events, including the Symposium, Garden Tours, lecture series, summer camps, board luncheon, and plant sales.
- Assist with speaker and presenter communications, scheduling, confirmations, contracts, travel arrangements, honoraria, and event-day needs.
- Assist with volunteer communications, recruitment, scheduling, and event assignments.
- Maintain the organizational calendar in coordination with staff.
- Support rentals by responding to inquiries-
- Assist with program registration, membership records, sponsorship fulfillment, and donor acknowledgments.
- Help prepare basic communications and updates for the website, email, and social media.



- Assist with board meeting preparation, including materials, correspondence, and meeting logistics.
- Oversee and maintain kitchen and office and rental space supplies.
- Coordinate custodial needs and communicate facility concerns to the appropriate staff.
- Perform other duties as assigned.

Qualifications

- College degree required.
- Three or more years of office administration experience required.
- Desire to work in the nonprofit sector and an appreciation for nature and plants.
- Strong communication skills to maintain effective relationships with co-workers, board members, volunteers, and members of the community.
- Basic computer skills in Microsoft Office, database management programs, Adobe tools, website editing, and social media platforms.
- Ability to organize and prioritize numerous tasks and complete them under time constraints and with interruptions.
- Ability to demonstrate impeccable integrity in personal and fiduciary matters.

Hours & Compensation

- Part-time position, approximately 32 hours per week, Tuesday-Friday.
- Additional hours (including evenings/weekends) may be required for events and programs.
- Compensation: \$18 per hour.
- Hilltop is closed on LSU Holidays.

To Apply

Please email a letter of interest and resume with three (3) references to:

Tara Titone, Director | taratitone@lsu.edu