EMPLOYMENT POSTING

Administrative Assistant

Position: Full-Time | Unclassified
Agency: Louisiana State Board of Examiners of Psychologists
Location: Baton Rouge, Louisiana
Salary: $35,000–$36,500, Depending on Qualifications and Experience

The Louisiana State Board of Examiners of Psychologists (LSBEP) is a state regulatory agency responsible for the licensure and regulation of psychology professionals in Louisiana and is seeking an organized, dependable, and motivated individual for the position of Administrative Assistant.

This is an in-office, full-time, unclassified state employee position that works closely with and provides administrative and operational support to the Executive Director in the day-to-day activities of the Board. LSBEP offers the opportunity to gain experience in professional licensing, healthcare regulation, and state government while developing increasing knowledge and responsibility within a small professional office.

Knowledge, Skills & Abilities

The position is well suited for an individual who is organized, dependable, and attentive to detail; communicates professionally and effectively, both verbally and in writing; demonstrates good judgment, critical thinking, and problem-solving skills; takes initiative and is able to work independently and follow tasks through to completion; demonstrates honesty and an ability to understand and adhere to governmental ethics; enjoys working with people; and is comfortable learning and using technology.

Job Responsibilities

The Administrative Assistant provides general administrative support for the Board's licensing and regulatory operations. Responsibilities include:

- Assisting applicants, licensees, and members of the public with routine questions and Board processes;
- Processing applications and other licensing documentation and maintaining accurate electronic and paper records;
- Providing administrative support for licensing and regulatory activities, meetings, correspondence, and routine office operations;
- Using the Board's online licensing, forms, and document-management systems; and
- Assisting the Executive Director with special projects and other administrative needs.

Qualifications

- A bachelor's degree, associate degree, or postsecondary certificate in healthcare administration, business administration, public administration, management, or a

related field is preferred. Relevant administrative or professional experience may substitute for education.

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- Must be able to successfully complete a criminal background check as a condition of employment.
- Experience in healthcare, professional licensing, state government, regulatory administration, higher education, legal administration, credentialing, or another professional office environment is preferred but **not required**.
- Applicants should be proficient with Microsoft Office applications and comfortable learning web-based systems and new technology.
- Recent graduates who demonstrate strong organizational, communication, and technology skills are encouraged to apply.

Salary and Benefits

Starting salary is **$35,000–$36,500 annually**, depending on qualifications and experience. Benefits include health insurance, state retirement benefits, and earned annual and sick leave.

How to Apply

Please submit a **résumé and brief cover letter** describing your interest in the position and any education or experience relevant to administrative, healthcare, regulatory, or professional office work to:

Email: Jaime.Monic@la.gov; OR
Mail: 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

Applications will be reviewed as received and will remain under consideration until the position is filled.

About LSBEP

The Louisiana State Board of Examiners of Psychologists is a state regulatory agency charged with protecting the public through the licensure and regulation of psychology professionals in Louisiana. The Board evaluates applicants for licensure, issues and renews licenses and other credentials, and administers the laws and rules governing the practice of psychology.

Persons well suited for employment with the Board value public service and individual rights; have an interest in supporting the Board's public-protection mission; can appropriately manage confidential information; and understand the importance of professionalism, impartiality, and governmental ethics.

The Louisiana State Board of Examiners of Psychologists is an Equal Opportunity Employer.

Posted: 9/3/2026