

Jean Jackson

Position: Administrative Program Specialist
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Jean Jackson is currently in her 20th year at the Academic Center. She is the Office manager and Administrator, and handles personnel and payroll, along with all other aspects of the office.



Work History:

- Travel Coordinator, *Athletic Department, LSU*
- Clerk IV, *Department of Speech Communication, Theatre, and Communication Disorders, LSU*
- Secretary, *State Department of Veterans Affairs*
- Clerk IV, *Graduate Regional Studies Program, University of South Carolina*
- Stenographer Clerk, *Legal Division of Louisiana State Mineral Board*
- Stenographer Clerk, *School of Social Welfare, LSU*

Education:

- Completed Management in State Government, Level II, *LSU, 1997*
- Completed CONNECTIONS, a quality service training program for University Staff, *LSU, February 1994*
- Completed American Airlines SABRE Subscriber Training Course, *Dallas, Texas, April 1987*
- Completed Interpersonal Communication Course, *LSU, 1983*
- Completed Secretarial Science Course, *Northeast Louisiana Technical College, Winnsboro, LA, November 1965*; Received Certificate of Outstanding Achievement in Mathematics
- Graduated with honors, *Gilbert High School, Gilbert, LA, May 1964*; Member of National Beta Club

Personal:

Jean is originally from Gilbert, LA, where she grew up on a cotton farm. She has one son, Berk, and daughter-in-law, Christy, and two beautiful grandchildren—Maddie, age 4 years, and Ben, age 16 months. She enjoys spending time with the grandchildren, going to church, shopping at Wal-Mart, cooking, and working Soduko puzzles.