



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Training Specialist – Manufacturing Operations - Louisiana FastStart

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **two** Training Specialist – Manufacturing Operations to be domiciled in **Baton Rouge, Louisiana** for the LED FastStart Initiative.

SUMMARY:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce commission (LWC). Our curriculum will be delivered during pre and post-employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The Training Specialist – Manufacturing Operations will work on multiple LED FastStart workforce training projects for manufacturing and logistics client companies across the state of Louisiana.

The Training Specialist – Manufacturing Operations will extensively collaborate with client subject matter experts to develop and deliver custom, performance-based training and other value-added materials. Responsibilities include documenting processes, authoring training materials and delivering classroom based and on-the-floor training. The Training Specialist will also advise internal specialists on the creation of Multimedia Based Training (MBT) and training video.

Experience in training needs analysis; course development incorporating ISD/Adult Learning Methodologies, classroom instruction and use of MS Office Suite is required.

Experience in developing and delivering manufacturing process training, OSHA safety, electrical and mechanical fundamentals, troubleshooting operations and quality systems training in a manufacturing environment is strongly preferred.

LED FastStart training programs are offered to client companies on a 24/7 basis. The Training Specialist will be required to travel extensively throughout Louisiana and occasionally travel outside of Louisiana and the United States.

This position will be domiciled in Baton Rouge, LA.

Examples of Duties:

- Job & task analysis
- Curriculum design
- Curriculum development
- Delivery of instruction
- Records management
- Data collection
- Program evaluation
- Other duties as assigned

Minimum Qualifications:

Bachelor's degree in industrial technology, engineering, instructional design, adult education or related field and minimum of five years experience in **manufacturing** and/or **industry** to include training responsibilities.

Extensive manufacturing/industry experience (10+ years) with at least 5 years in training responsibilities may be substituted for the bachelor's requirement.

Physical & Environmental Requirements:

- Ability to multi-task and coordinate activities to ensure timely delivery of work production
- Ability to travel and drive own or other vehicle to various locations as needed
- Ability to carry up to 50 pounds on an as needed basis

Additional Requirements:

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu

Application Instructions:

Applicants for this position should submit 1) a cover letter that addresses the outlined job responsibilities, 2) a resume, and 3) the names and contact information of 3 professional/work-related references to:

Human Resources Specialist
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge, LA 70806

or

via e-mail to employment@lctcs.edu

Applications will continue to be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.