



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

POSITION ANNOUNCEMENT

Department of Communications and Outreach Graduate Student Worker (Two Vacancies)

Position Summary:

The incumbent of this position reports directly to the Chief Public Relations Officer of the LCTCS.

Definition:

Under supervision of the Chief Public Relations Officer, performs a variety of planning and project management functions.

Position Duties:

- This position will specifically assist the communications office with establishing a pilot program to recruit and enroll female students in S.T.E.M. and other Career and Technical Education programs.
- Assists in the arrangement and maintaining tracking systems and file records for all the functions of the LCTCS Communications Department; and
- Performs other duties as assigned, which will include routine office work.

Position Requirements: Should be a full-time graduate student **and** maintain full-time status in order to retain eligibility for continued employment as a student worker.

Verification of full-time student status must be furnished to the Human Resources office at the beginning of each Spring and Fall semester.

Additional Requirements:

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

In accordance with LCTCS HR 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.

Work Hours: (Parking Privileges included)

- Must be able to work up to 20 hours per week during the regular semesters and up to 29 hours per week during the summer semester (excluding finals week);
- Must have a valid driver's license and acceptable driving record; and
- Must be able to use the standard Microsoft Office programs

To apply please send a cover letter, resume' and 3 professional references to:

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

Or via email to employment@lctcs.edu

Applications will be accepted until the position is filled.