



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

## **LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT**

### **Project Manager IT - LED FastStart**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **one** Project Manager - IT 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 services are 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.

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The Project Manager will manage multiple LED FastStart workforce training projects for digital media and information technology client companies across the state of Louisiana.

Responsibilities include the management and execution of industry project analysis, the development of project plans and overall design of recruitment and selection programs and custom performance-based training. The Project Manager will manage project teams, recruiters,

instructional designers and instructors, as well as collaborate with internal specialists to develop and deliver recruitment and selections programs, training, and other value-added materials.

The Project Manager will monitor project activity, maintain records and conduct research to acquire new resources and technologies for industry recruitment, skill assessment, and training. Duties also include creating and implementing processes to ensure quality and effectiveness of instructional materials.

The Project Manager will extensively interface with client company executives and managers to plan, organize and evaluate the recruitment and training programs and to ensure a high level of customer satisfaction and maintain positive client relationships.

The ideal candidate will have extensive experience in a digital media / information technology environment, call centers, and in a customer service environment. The ability to effectively communicate and collaborate with all levels of a client and/or partner agency's organization is a must. Solid organizational and planning skills will be required for management of multiple, concurrent programs with simultaneous development and delivery schedules.

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

#### **Examples of Duties:**

- Recruitment
- Project planning
- Partner with support organizations
- Scheduling
- Resource management
- Records management
- Data collection
- Program evaluation
- Other duties as assigned

#### **Minimum Qualification Requirements:**

- Bachelor's degree in business, MIS, computer science, human resources development, adult education or related field and minimum of five years' experience in **digital media/information technology** to include training, human resources operations, and/or management.
- Extensive digital media / information technology 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 20 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](http://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](mailto: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](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.