



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

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Student Worker - LED FastStart

The Louisiana Community and Technical College System **Fast Start Division** is looking to hire a **Student Worker**. Students can gain experience in an executive office environment to prepare them for future employment. Employment will be 20 hours per week during the regular semester and up to 29 hours per week during school breaks and summer.

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 Student Worker will be responsible for assisting with administrative duties to include, but not limited to data entry, filing, property and resource inventory. Additional duties will include transfer of interoffice mail between LED FastStart and both LCTCS and LED main offices, assist with Copy Center functions during peak demand, pick-up and deliver packages in town with vendors of LED FastStart. The Student Worker will also assist with maintaining LED fleet vehicles assigned to LED FastStart (taking to scheduled maintenance, fueling, taking to carwash as needed, etc.).

The Student Worker will be asked to help load and unload training materials and resources to vehicles for transport as well as production equipment for video and photograph shoots. The position may also include video and photography stand-in as needed. Other duties as assigned will be required.

Duties and Responsibilities:

- Data entry
- Pick-up/delivery of mail and materials
- Assist as Receptionist
- Assist with inventory
- Assist with general office supply inventory
- Assist with Copy Center operation as needed
- Other duties as assigned

Qualifications:

1. Must be a full-time student (verification of full-time student status requested on the lower portion of the SF 10D form must be furnished by a school official)
2. All student workers must furnish proof of full-time student status at the beginning of each semester (except the summer) in order to retain employment in an LCTCS student worker position.
3. Student Workers can only work a maximum of 20 hours a week while school is in session but can work up to 29 hours a week during breaks if there is work available.
4. Applicants must have a valid Louisiana Driver's License and a clean driving record.
5. Proficiency in Microsoft Office suite.

Additional Requirements:

- A valid Louisiana Driver's License, and a clean driving record.
- 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.

Pay depends on college standing (Freshman, Sophomore, Junior, Senior).

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.

Louisiana Community and Technical College System is committed to diversity and is an equal opportunity / equal access employer.