



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

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Desktop Publisher – Louisiana FastStart

The Louisiana Community and Technical College System (LCTCS) is now taking applications for a Desktop Publisher position 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 Desktop Publisher will be responsible for planning, and creating visual solutions to create/enhance training materials. This will require producing print, electronic and multi-media formats of training materials using a variety of tools and software programs. The ideal candidate will be able to produce training manuals, templates, presentations, illustrations, manipulate photography, and job aids as part of daily responsibilities. Also required will be assisting with the coordination of work flow into and out of the Creative Services area as well as the Reproduction Center.

Duties include, but are not limited to the following:

- Formatting manuals using pre-designed templates
- Formatting presentation using pre-designed templates
- Resource management

- Records management
- Operating the Copy Center as needed
- Other duties as assigned

Minimum Qualification Requirements:

An associate's degree or higher in a Graphics related field with publication experience as well as one (1) year experience and a professional portfolio demonstrating publication and design skills. An extensive working knowledge of PowerPoint, InDesign, Microsoft Office, and Adobe Acrobat are requirements for this position..

Preferred Qualifications:

Three (3) years of experience. Extensive experience with Adobe Creative Suite, e-learning products such as Articulate and Captivate, providing "static" graphic images for integration into on-line or video deliverable training materials.

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

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

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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.

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