



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

Enrollment Management Specialist

Position Summary:

The incumbent will work with and across all LCTCS colleges to proactively communicate with prospective and current students to grow enrollment at all colleges and to provide timely student services. This position requires excellent written and verbal communication skills, the ability to work in a high-call and fast-paced environment, and the ability to prioritize the delivery of excellent customer service to prospective and current students.

Duties include:

- Delivering high quality customer service to all LCTCS colleges as well as prospective and current students.
- Working with and across all LCTCS colleges to execute a strategic communications strategy to increase enrollment and retention at all colleges.
- Communicating with students who are missing documents for admissions and financial aid processing.
- Receiving, scanning and processing various student records.
- Coordinating with colleges to ensure that all students receive a college-specific experience.
- Other duties as assigned.

Qualifications:

- Associate degree from an accredited institution OR minimum one (1) year experience in student services, financial aid, or records.
- Demonstrated ability to communicate verbally and in writing.
- Experience with MS Office and Adobe products.
- Understanding of and commitment to the mission of the Louisiana community and technical colleges.

Highly Preferred:

- Written and verbal fluency in Spanish
- Previous experience at an LCTCS institution
- Banner experience

Additional Requirements:

- Proof of Education
- 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:

Anticipated starting salary will be commensurate with education and work experience.

Application Instructions:

Applicants for this position should submit:

1. Cover letter
2. Resume (to include date(s) of employment and date(s) educational degree was obtained)
3. Names and contact information of three work-related references

To:

Human Resources Specialist
Louisiana Community and 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.

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.