



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

POSITION ANNOUNCEMENT

Graduate Student – Department of Communications and Outreach

Purpose:

The purpose of employing students and temporary employees is to provide much needed assistance to the fulltime staff, and to provide meaningful work experience and training for the individual to prepare them for future employment.

Position Summary:

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

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.

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

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.

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.