



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

## **Associate Director of WorkReady U Services**

The Louisiana Community and Technical College System accepts applications for the position of Associate Director of WorkReady U Services. This position is located in the Baton Rouge System Office and reports to the State Director of Career, Technical and Adult Education.

This position will provide assistance in the oversight of activities conducted in and across the WorkReady U network of providers in an effort to assist the state in serving the undereducated and underemployed citizenry and reducing the recidivism rate of reentry citizens. These activities include all Title II adult education initiatives identified in the Title II section of the Workforce Innovation and Opportunity Act, the Louisiana WIOA State Plan and high school equivalency testing programs.

### **Duties and Responsibilities:**

- Maintains access to both the WRU reporting system(s) and the DPS&C's reporting database (view only) to ensure program compliance and viability, and to verify data quality to ensure reporting accuracy.
- Directs and/or coordinates activities pertaining to WorkReady U Scholarship Programs
- Assists the Chief HiSET Examiner with the approval of test centers and test examiners within DPS&C and Office of Juvenile Justice facilities
- Assist with oversight of Federal/State compliance with regards to Title II of the Workforce Innovation and Opportunity Act;
- Serves as a team member to develop and implement activities and services that support adult learners as it relates to WorkReady U services and high school equivalency testing;
- Assist with the coordination of the grant application process, correspondence (internal and external) to the sub-recipients, and federally required reports and plans;
- Reviews policies and procedures for alignment with WorkReady U's strategic plan and federal requirements;
- Assist with the coordination of the activities and allowable usages of Adult Education Leadership funds;
- Assists State Director of Career Technical and Adult Education in partnership development with workforce partners, business, industry and the community to enhance the college and career readiness of adult learners;

- Provides reports as requested by the State Director of Career Technical and Adult Education and other external reporting;
- Conducts monitoring for program & test center compliance;
- Collaborates with the Director of Program Compliance to develop a monitoring system that includes WorkReadyU, Carl D. Perkins, and Methods of Administration (MOA);
- Support with eGrants system management
- Plans and coordinates professional development opportunities for grant recipients and other WRU stakeholders;
- Assist the Director of WorkReady U Services and the State Director of Career Technical and Adult Education with the development of the WIOA Title II budget for administrative and leadership funds;
- Assist external and internal partners with the development and implementation of Integrated Education and Training opportunities;
- Assist with the required end of year report submitted to OCTAE;
- Performs other duties as assigned.

**Minimum Qualifications:**

- Baccalaureate degree from an accredited institution, plus four years of work experience in adult education activities. (An Associate degree plus six years of work experience in adult education activities may substitute for a Baccalaureate degree.)
- Strong interpersonal, written, oral and computer skills required.
- Strong organizational and analytical skills required.

**Preferred Qualifications:**

- Master's Degree

**Additional Requirements:**

- Proof of Education
- 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.

**Application Instructions:**

Applicants for this position should submit:

- 1) a cover letter
- 2) a resume (to include date(s) of employment and date(s) educational degrees obtained)
- 3) the 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](mailto:employment@lctcs.edu)

Applications will 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.

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