



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

Coordinator of Student Engagement

This position is located in the Baton Rouge System office and reports to the Director of Student Engagement and Grant Initiatives.

Position Summary:

Under the supervision of the Director of Student Engagement & Grant Initiatives, the Coordinator of Student Engagement coordinates and supports the implementation of high-quality educational, social and leadership development programs for students across the 12 colleges comprising the LCTCS.

Duties include:

- Coordinating various professional development events, related to the Director of Student Engagement & Grant Initiative's scope of authority
- Assisting the Director of Student Engagement & Grant Initiatives in collaborating with campus representatives and student leaders across the 12 LCTCS member colleges to enhance student engagement
- Screening calls and emails regarding student appeals/complaints and answers questions regarding policies, procedures, and services. Assisting in the development of written materials and correspondence
- Maintaining the campus advisors, campus coordinators, and student leadership databases for Phi Theta Kappa, SkillsUSA-Postsecondary, Student Government, and Title IX, with accurate, up-to-date information
- Planning and implementing the annual Phi Theta Kappa All-State Luncheon and Ceremony
- Planning and implementing the annual SkillsUSA-Postsecondary state competition
- Scheduling and organizing activities such as special events, meetings, retreats, and activities; including agendas, minutes, and arrangements for the meeting facility, menus, hotel, and catering
- Working independently and with a team on special/nonrecurring and ongoing projects and procedural matters
- Serving as the State Director of SkillsUSA-Postsecondary, to include representing LCTCS at national SkillsUSA events and developing an annual programming budget for the year. The annual budget will include funding for the State Competition,

stipends for SkillsUSA Advisors at colleges, and annual/on-going professional development for SkillsUSA Advisors

- Designing and participating in professional workshops, conferences, meetings, and seminars pertaining to student engagement leadership
- Preparing a variety of reports and promotional materials related to program activities, opportunities and special events
- Assisting with electronic outreach efforts to promote programs or events
- Serving as backup staff in meetings or events where the Director of Student Engagement & Grants Initiatives is unable to attend
- Performing other duties as assigned

Requirements:

- Bachelor's degree from a regionally accredited university
- Minimum of 2 years of professional experience or administrative support experience in an office environment
- Ability to travel in-state and work on weekends periodically
- Advanced working knowledge and proficiency with a variety of computer software applications in word processing, spreadsheets, and presentation software (MS Word, Excel, PowerPoint)
- Ability to interact appropriately with high-level individuals in government, higher education, and executives both within and outside the organization in a highly professional manner
- Must be able to work in a fast-paced environment and be able to deal with frequently changing priorities, delays, and unexpected events with equanimity
- Ability to take direction, work independently and as part of a team, and manage competing demands
- Absolute ability to handle sensitive information and maintain confidentiality
- Strong written and oral communication skills; strong organizational skills; willing to learn new skills
- Pleasant and professional demeanor

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
- 4) Official transcript(s)

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 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.