



Coordinator of Student Support

Position Title: Coordinator

Position Classification: Unclassified – Grant Funded

Reports to: Executive Director, Student Services

Position Summary:

The Coordinator will serve as the key contact between LCTCS colleges and DCFS, provides technical assistance to subcontractors, monitors E&T data to ensure timely and accurate data submission, and assists with training of subcontractors.

Duties and Responsibilities: The Coordinator of Student Support will:

Responsibilities include, but are not limited to the following:

- Program lead to develop and maintain processes for SNAP E&T subcontractors
- Serves as agency liaison between LCTCS colleges and DCFS
- Share participant data with DCFS
- Stay current on county and state-level SNAP E&T program modifications to ensure integrity of programming
- Responsible for ensuring accuracy of all SNAP-related expenditures and all required subrecipient monitoring
- Assist with marketing and outreach for SNAP E&T programming at LCTCS
- Maintain tracking of progress, placement, support services records and to assist with monthly SNAP E&T invoicing
- Work with subcontractors to help identify direct services to SNAP E&T participants
- Maintain strong partnership with subcontractors and DCFS
- Maintain professional communication with partners and co-workers
- Assist with data entry and program evaluation projects
- Work independently and cross-functionally within a broader team

Minimum Qualification Requirements:

- Bachelor's degree required
- Strong analytical abilities, written and communication skills.
- Proven ability to effectively manage service support teams.
- Ability to relate well with people of diverse backgrounds
- Capable of working effectively with both academic and business community, private and governmental sectors, and institutions of higher education.
- Strong knowledge of Microsoft Office software (Outlook, Excel, PowerPoint and Word).
- Ability to learn to operate College-specific software and applications.
- Ability to work with continuous attention to detail in composing, typing and proofreading

material. Ability to establish priorities and meet deadlines while effectively managing time. Must be able to work in a fast paced environment with a demonstrated ability to multi-task.

- Ability to work under pressure and manage multiple projects
- Excellent communication skills required, both verbal and written.

Preferred:

- Strong technical and functional experience gained through professional experience and work with ERP solutions. Prior work experience in a Student Services including any of the following major areas: Admissions, Registration, Student Accounts, Academic Records, Advising, Financial Aid, etc.
- Knowledge and expertise in Supplemental Nutrition Assistance Program (SNAP) Employment and Training

Additional Requirements:

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance
- Proof of education

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:

Depends on Qualifications

Application Instructions:

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources
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.