



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

Reporting Specialist

Position Title: Reporting Specialist
Reports to: Executive Director of Institutional Research and Planning
Position Classification: Unclassified – Grant Funded

Position Summary:

The Reporting Specialist will work with and across all LCTCS colleges to provide accurate and timely reporting. This position requires excellent written and verbal communication skills, the ability to work in a fast-paced environment, and the ability to prioritize enterprise services delivered on behalf of colleges.

Duties and Responsibilities: The Reporting Specialist will:

- Work with departments to ensure data integrity
- Perform data analysis to ensure data quality
- Extract and analyze institution data to support reporting and decision-making processes
- Attends trainings/professional development opportunities as assigned/permitted by supervisor to stay current in the field of higher education and to improve services provided.
- Assists in verifying data needed for compliance with federal and state reporting requirements
- Assists with timely and accurate completion of external and internal reports necessary for strategic planning and the operation of the college.
- Gathers and compiles data for internal and external clients
- Prepares reports and documents in response to ad hoc requests including data analysis and preparation of presentations, tables, charts
- Maintaining a high degree of confidentiality and integrity of documents and student information as well as complying with state and federal privacy regulations such as FERPA.
- Develop and deliver quarterly activity reports to state agencies
- Performs other duties as assigned

Minimum Qualification Requirements:

- Associate degree from a regionally accredited institution.
- Minimum 1-year experience in reporting, student services, financial aid, or records.

- strong written and oral communications skills. Strong organizational skills. Ability to manage multiple projects.
- Proficiency in all Microsoft Office programs, including but not limited to Excel, Access, PowerPoint, Word, etc.
- Understanding of and commitment to the mission of Louisiana's community and technical colleges.

Preferred Qualifications

- In addition to the above mentioned,
 - a. Bachelor's degree in a social science, operations research, or other related fields
 - b. Previous experience at an LCTCS institution is highly preferred.
 - c. BANNER experience is highly preferred.

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:

Compensation will be commensurate with education and work experience.

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.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.