## VISTA Assignment Description (VAD)

**Title:** CLTCC Alexandria Summer VISTA Associate Adult Ed  

**Sponsoring Organization:** Central Louisiana Technical Community College  
**Project Name:** Central Louisiana Technical Community College  
**This summer position runs from June 8 until August 10, 2020.**

**Site Name (if applicable):** CLTCC Alexandria  

**Focus Area(s)**  
- **Primary:** Education  
- **Secondary:**

## VISTA Assignment Objectives and Member Activities

**Goal of the Project:** The goal of the program is to engage high school and enrolling adult education students in higher education or HiSet/GED opportunities. The project will address poverty by increasing educational opportunities to high risk, low income adults without a high school education to obtain gainful employment in Central Louisiana's manufacturing industry. Summer VISTAs will be involved in the recruitment, retention, and admissions process of incoming students.

**Objective of the Assignment**  
To increase retention of adult education students from Fall semester to Fall semester, increase admissions yield, and create an initial impression and positive experience for incoming students to be off on a good start and path toward completion and retention of their studies at CLTCC.

**Member Activity:**  
1. Contacting adult education students to assist them in the application process letting potential students know the next steps in the enrollment process which would include locating books, applying for financial aid, and directing these students to resources at the college.  
2. Participate in orientation events at their respective sites to guide students through the process of entering Freshmen year.  
3. Mentor adult education student to encourage them to enroll in college or and adult education programs to further their education.
Minimum Qualifications:

- HS Diploma
- Proficient in Word and Excel or Google Docs (Documents and Spreadsheets)
- Good written and oral communication skills working with a diverse audience of varying ages from junior students and their parents.

Compensation: Monthly Stipend

Please email resume and cover letter to: meredithrennier@cltcc.edu

Application reviews to begin immediately.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:
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