**Title:** Winnfield VISTA

**Sponsoring Organization:** Central Louisiana Technical Community College
**Project Name:** Central Louisiana Technical Community College
**Project Number:** 19VSWLA004
**Project Period:** 09/29/2019 - 12/19/2020

**Site Name (if applicable):** Winnfield

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

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**VISTA Assignment Objectives and Member Activities**

**Goal of the Project:** The goal of the project is to encourage adult education students to complete adult education programs and to engage in further education to result in better economic outcomes. The program also will focus on retention of students in both the adult and post secondary education. The program will focus on Winn Parish with an eye to expanding to the entire CLTCC service area.


Develop the communication plan of the college retention plan for identifying at-risk students by assessing the current state of College’s communications and data management system and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of these systems.

**Member Activity:**

1) Review and become familiar with callout policies, procedures, and documents related to College systems. 2) Identify current system strengths and challenges. 3) In collaboration with CLTCC’s student services, develop a written plan for improvement 4) Develop a communication protocol with various groups on campus for social services, financial aid, academic assistance.


Promote the adult education and Integrated Education in the entire CLTCC service area.

**Member Activity:**

1) Research adult education needs and demographics in Winn Parish. 2) Identify current strengths and challenges 3) Develop a marketing plan for expanding the community education plan to the entire CLTCC service area by working with adult education personnel across the region. 4) Develop a communication protocol with various groups on campus for social services, financial aid, academic assistance.
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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