



## **CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE**

### **JOB ANNOUNCEMENT**

#### **Student Success Coordinator - Oakdale**

The Student Success Coordinator will be domiciled at our Oakdale campus. CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, Sabine, Natchitoches, LaSalle, Rapides, Vernon, Winn) in central Louisiana and has nine sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; and 7) the Ferriday Site in Ferriday, Sabine Valley Site in Many and the Natchitoches Site in Natchitoches . Additionally, CLTCC provides instruction in two state prisons and two federal correctional institutions.

#### **SUMMARY:**

Reporting to the Director of Student Services, the Student Success Coordinator provides clerical and administrative support to the recruitment and admissions function for a multi-campus institution. The Student Success Coordinator assists with recruitment plan strategies. Greets visitors and students and provides information for admission into programs at Central Louisiana Technical Community College (CLTCC). The Student Success Coordinator processes incoming new, re-entering, and transfer student applications and supporting documents for the Office of Admission. The Student Success Coordinator processes student applications for acceptance and admission. The Student Success Coordinator schedules and administers tests for applicants. The Student Success Coordinator keys data into computer. The Student Success Coordinator maintains inventory of admissions materials and assists with the planning and execution of admissions events, new student orientations, new and current student registrations, developmental course and academic or technical program placement.

The Student Success Coordinator maintains up-to-date knowledge of trends in higher education (Admissions) practice. The Student Success Coordinator assists in the preparation of all required admissions reports for government, accreditation or other entities. The Student Success Coordinator uses the web and other technology resources to improve the admissions, records and registration processes and student communication. The Student Success Coordinator collaborates in the development and maintenance of the student services website. In addition when required, Proctors a variety of tests, including but not limited to: Accuplacer, Work Keys and other college

course/entrance exams and preparers exams. Maintain quiet atmosphere for testing, Enters data from forms, records, reports and/or other sources into the Banner student information system,

Assists with the collection, recording, maintaining, and reporting of student records within FERPA guidelines, including grades, registration data, transcripts, mid-term verification, and associated audits, assists with transcript evaluations, collects class grades from instructional staff, issues student grade reports and processes grades. Maintain confidentiality and security of all testing materials, test logs, and other test documents. Must be vigilant - able to pay close attention to cheating or prevention of cheating; able to administer Testing Center rules.

The Student Success Coordinator expected to organize recruitment events for their school where they promote their school to potential students and their parents. They meet with incoming students to discuss the application status and to provide them with information about financial aid, scholarships, programs and majors. Work hours will vary and there will be occasional weekend work and the employee will perform other professional duties as assigned. Performs other professional duties as assigned by supervisor.

### **Required Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- Applicable laws, codes, regulations, policies, and procedures
- FERPA laws, codes, regulations, policies, and procedures
- National and Regional Accreditation standards related to Academic and Student Affairs
- Demonstrated Ability to:
  - Assist with Admissions Office operations and services
  - Keep current with, interpret and apply applicable rules, regulations, policies and procedures relating to Student Services (Admissions) functions
  - Function in a multi-campus/site educational organization to promote the goals of the College
  - Effectively use technology and computer software programs, including MS Office
  - Work with a diverse population.

#### **Skills:**

- Excellent written, oral presentation and interpersonal communication skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.
- Excellent organization, planning, and prioritization skills are essential.

### **Required Minimum Qualifications:**

- Associate Degree from an accredited educational organization or two years of experience in Higher Education field.
- One year of experience performing clerical tasks of routine difficulty, including preparing and maintaining records.
- A strong commitment to and passion for the mission of the comprehensive community college
- Commitment to staff diversity, learning and development.
- Proficiency in Microsoft applications (Word, Excel and PowerPoint).
- Preferred (Desired) Qualifications:
  - Bachelor's degree from an accredited college or university.
  - One year of demonstrated experience in the processing of admissions applications at a technical or community college.
  - Working experience with Ellucian's Banner or other major student information system
- Proficiency in Microsoft Access.

### **Compensation:**

Salary Range is **\$26,392.50** to **\$37,000.00** dollars. Compensation will be within this range and commensurate with education and work experience.

### **Application Instructions:**

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - o College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - o Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  - o The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

**Position Will Remain Open Until Filled**

**Submit documents to:**

Central Louisiana Technical Community College  
Human Resources

**Attention:** Student Services Coordinator - Oakdale  
4311 South MacArthur Drive  
Alexandria, LA 71302-3137

or e-mail to:

*[ElizabethLewis6s@cltcc.edu](mailto:ElizabethLewis6s@cltcc.edu)*