



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE  
JOB DESCRIPTION**

**ENROLLMENT/RETENTION SPECIALIST - (Adjunct Position)**

Central Louisiana Technical Community College (CLTCC) invites applications for the position of ENROLLMENT/RETENTION SPECIALIST located at the Sabine Valley site in Many. CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Sabine, and Natchitoches) 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; 7) the Ferriday Site; (8) the Sabine Valley Site in Many; and (9) the Natchitoches Site. Additionally, CLTCC provides instruction in one state prison and two federal correctional institutions.

**SUMMARY:**

Reporting to the Director of Student Services, the Enrollment/Retention Specialist at CLTCC will provide a comprehensive and culturally sensitive set of support services designed to ensure the academic success of students as measured by high retention and graduation rates. The Enrollment/Retention Specialist is responsible for all aspects of assisting with identifying, and coordinating this initiative in conjunction with academic division, support services, activities for CLTCC's Sabine campus.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Provides academic support for Sabine students. This includes but is not limited to: Determining student need for services, determine area of interest for declaring a major and maintain an 80% retention rate for all students in caseload.
2. Maintains a caseload for students with the goal of knowing the status of each student at the end of each semester (i.e., registered, withdrawn, etc).
3. Handles confidential student information with tact, discretion and in compliance with FERPA regulations.
4. Provides career guidance and counseling. This includes but is not limited to: major selection, resume review, job search strategies, cover letter writing, career interest inventories, and connections with career resources both inside and outside the university. Assist with events as specified in Rural grant (student success workshops and welcome back programs and awards ceremonies).
5. Provides personal counseling as needed; determining when referrals to other departments are the most appropriate course of action.
6. Facilitates ADA intake process and student accommodations.
7. Works in collaboration with other "CLTCC Team" members to promote individual student success (Financial Aid, Student Affairs).

8. Represents CLTCC in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve.
9. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and CLTCC.
10. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. Bachelor's degree required.
- B. 3-5 years' experience with caseload management, preferably in an educational setting strongly preferred.
- C. Demonstrated ability to develop effective working relationships with faculty, campus officials, staff, and community agencies and schools and students from diverse backgrounds required.

**Compensation:**

Compensation \$24,000.00 per year.

**Submit documents to:**

Central Louisiana Technical Community College  
Human Resources

**Attention:** Employee/Retention Specialist

4311 South MacArthur Drive  
Alexandria, LA 71302-3137 Or

[ElizabethLewis6@cltcc.edu](mailto:ElizabethLewis6@cltcc.edu)

**Position will remain until open filled. For full consideration resume' and cover letter must be submitted by February 15, 2018.**

**Central Louisiana Community College is an Equal Opportunity Employer** in compliance with Title VI 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 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:** Human  
Resources Director (318) 487-5443 ext. 1154  
4311 South MacArthur Drive

Alexandria, LA 71302