



NORTHWEST
LOUISIANA TECHNICAL COLLEGE

Northwest LTC is accepting applications for the following positions:

Part time, hourly **Adult Education Instructor's Aid** at the **Northwest LTC- Shreveport Campus**

Adult Education positions are grant funded. Continued employment is based not only on employee performance, but also grant funding.

Qualifications and Experience to apply:

- High School Diploma required with technical diploma or associate's degree preferred.
- A minimum of 3 years' experience working in an office environment with computer work as a major component of the experience.
- Demonstrated computer proficiency (email, word processing, spreadsheet, and database systems)
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Ability to manage multiple and competing priorities

Please submit a resume, and copy of transcript(s) to:

Northwest Louisiana Technical College
9500 Industrial Drive
Minden, LA 71055

Attn: Human Resources

Or fax: 318-371-3325

Email: ambersaunders@nwltc.edu

Resumes and transcript(s) will be accepted **until position is filled**. All applicants are subject to a background check. For additional information, please call (318) 371-3035 x1221.

Northwest LTC does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Northwest LTC does not discriminate in its hiring or employment practices.