



Northwest LTC is accepting applications for the following positions:

Part time, hourly **Adult Education Transition Coordinators** 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.

Duties and Responsibilities:

The successful Transitions Coordinator will coordinate a comprehensive array of services and resources that guide students to transition from Adult Education programs into CTE programs. The coordinator will promote academic goal setting and skill development by executing programs, which support student academic success.

Qualifications and Experience to apply:

- High School Diploma required with college credit preferred in related field required.
- A minimum of 3 years' experience with programs for adult learning preferred.
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Demonstrated computer proficiency (word processing, spreadsheet, and database systems)
- 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.

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