



Northwest Louisiana Technical College is accepting applications for the following position:

Full-time **Facility Coordinator** at the **Northwest LTC Shreveport Campus**

The Facility Coordinator will perform a wide variety of duties including but not limited to those listed below:

- Responsible for directing and monitoring all work performed by contracted staff including maintenance, grounds, and custodial workers.
- Responsible for being the point of contact for all outside inspectors who visit the campus.
- Responsible for all campus inventory.
- Responsible for all safety related reporting for the campus.
- Report to the campus before all other employees to ensure the safety and security of the buildings and grounds.

**Qualifications and Experience to apply:**

Qualifications include a minimum of a technical diploma with associate's degree preferred, and (4) four years' experience related to the position summary. Exceptional verifiable experience may substitute for the degree requirement.

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](mailto: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.

**Louisiana Technical College is an Equal Opportunity Employer**  
*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.*