



NORTHWEST
LOUISIANA TECHNICAL COLLEGE

Northwest LTC is accepting applications for the following positions:

Full time, 12 month **Student Recruiter/ Enrollment Specialist** at the **Northwest LTC- Mansfield Campus**

This position is grant funded. Continued employment is based not only on employee performance, but also grant funding.

Duties and Responsibilities:

Recruit and advise prospective and enrolled participants in planning, monitoring, and achieving goals. Assist participants in problem-solving and goal identification; analyze situations and determine required actions. Communicate professionally and confidentially with a diverse group of students, faculty, staff, and community partners; keep detailed and accurate manual and/or electronic records; work as a cooperative and contributing member of a team.

Qualifications and Experience to apply:

- Associate's degree minimum or equivalent college course-work
- A minimum of 4 years of related experience is required.
- Understand the mission of Northwest- LTC
- 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.

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.