



Northwest LTC is accepting applications for the following positions:

Full time, 12 month **Testing Center/Student Affairs Coordinator** at the **Northwest LTC-Minden Campus**

Duties and Responsibilities:

The Testing Center/Student Affairs Coordinator performs duties involving the interpretation and evaluation of student affairs information for students, the general public, and Northwest Louisiana Technical College staff. The areas include, but are not limited to: admissions, advising, assessment and testing, career services, financial aid, graduation services, new student orientation, registration, student self-service stations, veteran's services and the student service/affairs welcome desk. Assists Student Affairs Director with all testing center duties. Proctors a variety of tests according to the test guidelines.

Qualifications and Experience to apply:

- Technical Degree required. Associates degree preferred. Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- A minimum of 4 years of professional 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.

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