



NORTHWEST

LOUISIANA TECHNICAL COLLEGE

Northwest LTC is accepting applications for the following positions:

Full time, 12 month **Student Success Specialist** at the **Northwest LTC- Shreveport Campus**

Duties and Responsibilities:

The Student Success Specialists will provide students with comprehensive services and support college operations to increase student success and completion. This position supports NWLTC's efforts to increase college and career readiness in the community, address the workforce middle skills gap, assist students in acquiring a post-secondary education experience and transitioning into a career.

The position includes four (4) domains with varying activities and levels of responsibility within each. Specialists will work primarily in 1-2 of the 4 areas, rotating and providing support in the others. Student Success Specialists will be cross-trained in all areas.

- **Career Coaching (Educating/Advising / Testing)**
- **Financial Literacy & Financial Aid**
- **Outreach & Community Education**
- **Student Information Systems & Learning Technology**

Qualifications and Experience to apply:

- Technical Degree required, with an Associate's Degree preferred
- Previous experience in a technical or community college is preferred
- Ability and eagerness to work collaboratively with faculty, administrators, and other staff members
- Ability and eagerness to work well with individuals from diverse backgrounds
- 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
- Flexibility of work schedule with some required evenings and weekends

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.