

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POSITION ANNOUNCEMENT

Training Specialist – Manufacturing Operations – Louisiana FastStart

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **one** Training Specialist-Manufacturing Operations position to be domiciled in **Baton Rouge** for the Louisiana FastStart Initiative.

SUMMARY:

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce commission (LWC). Our curriculum will be delivered during pre and post employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The Training Specialist – Manufacturing Operations will work on multiple Louisiana FastStart workforce training projects for manufacturing and logistics client companies across the state of Louisiana.

The Training Specialist – Manufacturing Operations will extensively collaborate with client subject matter experts to develop and deliver custom, performance-based training and other value-added materials. Responsibilities include documenting processes, authoring training materials and delivering classroom based and on-the-floor training. The Training Specialist will also advise internal specialists on the creation of Multimedia Based Training (MBT) and training video.

Experience in training needs analysis; course development incorporating ISD/Adult Learning Methodologies, classroom instruction and use of MS Office Suite is required.

Experience in developing and delivering manufacturing process training, OSHA safety, electrical and mechanical fundamentals, troubleshooting operations and quality systems training in a manufacturing environment is strongly preferred.

Louisiana FastStart training programs are offered to client companies on a 24/7 basis. The Training Specialist will be required to travel extensively throughout Louisiana and occasionally travel outside of Louisiana and the United States.

Responsibilities include, but are not limited to the following:

- Job & task analysis
- Curriculum design
- Curriculum development
- Delivery of instruction
- Records management
- Data collection
- Program evaluation
- Other duties as assigned

Minimum Qualification Requirements:

- Bachelor's degree in industrial technology, engineering, instructional design, adult education or related field **and**
- minimum of five years experience in **manufacturing** and/or **industry** to include training responsibilities.

Substitution for Bachelor's degree requirement only:

- 10+ years manufacturing/industry experience with at least 5 years in training responsibilities.

Applicants for this position should submit 1) a cover letter that addresses the outlined responsibilities, 2) a resume, and 3) the names and contact information of three professional/work-related references to:

Assistant Director of Human Resources,
Louisiana Community and Technical College System,
265 S. Foster Drive, Baton Rouge, LA 70806 or

via e-mail to killen@lctcs.edu