

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT**

**ADULT EDUCATION CAREER PATHWAYS COORDINATOR
(TEMPORARY POSITION.)**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Adult Education Career Pathways Coordinator to be located in Baton Rouge.

SUMMARY:

This is a temporary (one year) grant funded unclassified position.

Working under the supervision of the Executive Director of WorkReady U/ Jobs For the Future (JFF) Project Coordinator, the Career Pathways Coordinator manages the activities and functions of the JFF project to ensure that the goals and objectives stated in the 'Accelerating Opportunity: a breaking through initiative' non-negotiable agreement are accomplished in accordance with established priorities, timelines, and/or funding triggers. Duties and responsibilities include, but are not limited to the following:

Duties and Responsibilities:

- Coordinates and manages statewide activities of the project
- Prepares reports on project activities and progress
- Evaluates project effectiveness to develop improved methods
- Interacts and maintains relationships with students, faculty, staff, and outside agencies in facilitating project objectives
- Work collaboratively with project personnel, LCTCS chancellors and regional directors, local school district superintendents, community- and faith-based organizations, business and industry partners, and other stakeholders to ensure the implementation of services to meet the needs of the project.
- Develops and schedules project work plans in accordance with 'Accelerating Opportunity: a breaking through initiative' specifications and funding trigger
- Assists the provider network and partnering colleges implement career pathways models and instructional strategies that include: curriculum integration, team teaching, policy and public awareness, and wrap-around student support systems
- Evaluate support services available to address academic and social obligations
- Provide strategies to link career pathway development with current and projected labor market demands
- Maintain project calendar to coordinate work flow and meetings
- Setup and coordinate statewide meetings and conferences
- Other duties as assigned

MINIMUM Qualifications Requirements:

- Master's degree in English, math, computer science, or business required.
- A minimum of one year in work experience in higher education.
- Experience as a project coordinator or administrator in developing grant or other proposals.
- Proficiency with SPSS or other statistical programs.
- Required proficiency in all Microsoft Office programs, including but not limited to Excel, PowerPoint, Word, etc.
- Required to possess strong written and oral communications skills. Strong organizational skills. Ability to manage multiple projects and meet reporting deadlines.

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu.

Application Instructions:

Applicants for this position should submit a cover letter, resume and the names and contact information of three 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 email to fkillen@lctcs.edu

Applications will be accepted until position is filled.