Enrollment Management Specialist

**Position Summary:**

The incumbent will work with and across all LCTCS colleges to proactively communicate with prospective and current students to grow enrollment at all colleges and to provide timely student services. This position requires excellent written and verbal communication skills, the ability to work in a high-call and fast-paced environment, and the ability to prioritize the delivery of excellent customer service to prospective and current students.

**Duties include:**

- Delivering high quality customer service to all LCTCS colleges as well as prospective and current students.
- Working with and across all LCTCS colleges to execute a strategic communications strategy to increase enrollment and retention at all colleges.
- Communicating with students who are missing documents for admissions and financial aid processing.
- Receiving, scanning and processing various student records.
- Coordinating with colleges to ensure that all students receive a college-specific experience.
- Other duties as assigned.

**Qualifications:**

- Associate’s degree from an accredited institution.
- Minimum 1 year experience in student services, financial aid, or records.
- Demonstrated ability to communicate verbally and in writing.
- Experience with MS Office and Adobe products.
- Previous experience at an LCTCS institution is highly preferred.
- BANNER experience is highly preferred.
- Understanding of and commitment to the mission of the Louisiana community and technical colleges.

**Additional Requirements:**

A valid Louisiana Driver’s License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Compensation:**

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

Application Instructions:

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

Human Resources Generalist
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

Or via email to employment@lctcs.edu.

Applications will be accepted until the position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.