LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

ASSOCIATE VICE PRESIDENT
FOR
ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

The Louisiana Community and Technical College System (LCTCS) is accepting applications for the position of Associate Vice President for Enrollment Management & Student Success located at the System Operations office in Baton Rouge office and reporting to the LCTCS Executive Vice President.

SUMMARY:

This position is the chief student affairs and chief student financial assistance officer for the System with responsibility to assist Louisiana’s Community and Technical Colleges in all aspects of student services, student financial assistance, student services components of Banner, equity and compliance issues, and student organization functions.

In collaboration with Louisiana’s Community and Technical Colleges, duties include:

- Oversight of the operation of the student services function
- Leadership and direction to the financial aid programs
- Leadership in the area of student services for the on-going operations of Banner
- Provide system-level support for student organizations at LCTCS colleges
- Develop and implement policies related to student issues to include a focus on student success-related policy matters
- Provide leadership for the system in the area of equity and compliance
- Staff the student services leaders of the colleges as they convene periodically to deal with issues relevant to student services at the colleges

Minimum Qualification Requirements:

- Master’s degree or higher-level degree from an accredited university in a related field (doctorate preferred).
- Minimum of 5 years of related experience, considerable experience in higher education at the Dean/Director level of higher in a college or system is preferred.
- Minimum of three years of experience in the operations and management of federal and state financial aid programs.
- Understanding and experience in issues related to equity and compliance.
- Minimum of two years’ experience in a supervisory/leadership position.
- Strong analytical, quantitative, written and oral communication skills.
- Demonstrated experience in developing and implementing student policy.
- Demonstrated proficiency in word processing, spreadsheet, database and statistical analysis applications.
• Ability to work collaboratively as a team member, and to lead teams in achieving outcomes.
• Ability to work independently in the development of written reports to include conclusions and recommendations based on factual and objective analysis.
• Understanding and commitment to the mission of the community and technical colleges.

**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](http://www.lctcs.edu).

**Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) 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

Applications will be accepted until position is filled,