LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
POSITION ANNOUNCEMENT

Student Worker

The Louisiana Community and Technical College System **Fast Start Division** is looking to hire a **Student Worker**. Students can gain experience in an executive office environment to prepare them for future employment. Employment will be 20 hours per week during the regular semester and 29 hours per week during school breaks and summer.

**Summary:**

The student worker position provides assistance to the LCTCS FastStart staff in terms of general clerical support, small and routine projects, and running errands. The student worker must be able to work independently or with broad supervision.

**Duties and Responsibilities:**

- Serving as relief for the receptionist during breaks, lunch, and absences (within the parameters of his or her work schedule).
- Filing, inputting, collating, and duplicating information
- Preparing summaries of reports
- Assisting with opening, sorting, and routing of mail
- Using the computer to enter or retrieve information
- Typing of routine and simple materials (cards, labels, envelopes, memoranda, short letters, etc.)
- Driving and/or picking up individuals with business related to system operations
- Providing courier service
- Performing related duties on and ad hoc basis.

**Qualifications:**

- Must be a full-time college student and provide proof of enrollment as a full-time student each semester.
- Proficiency in Microsoft Office suites preferred.

**Additional Requirements:**

- A valid Louisiana Driver's License
- Applicants must have a valid Louisiana Drivers' license and a clean driving record.
- 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.**

Pay depends on college standing (Freshman, Sophomore, Junior, Senior).

To apply please send a cover letter, resume’ and 3 professional references to:

Human Resources Specialist  
Louisiana Community & 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.