



**Louisiana's**  
Community & Technical Colleges  
*Changing Lives, Creating Futures*

## **Records Specialist**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for the position of Records Specialist to be domiciled in Baton Rouge, Louisiana.

### **Summary:**

The incumbent will work with and across all LCTCS colleges to provide accurate and timely student records services. This position requires excellent written and verbal communication skills, the ability to work in a fast-paced environment, and the ability to prioritize enterprise services delivered on behalf of colleges.

### **Duties and Responsibilities Include:**

- Receiving, scanning and processing various student documents (including transfer transcripts) to incorporate into student's records in an accurate and efficient manner.
- Assist in the accurate articulation and transfer of courses for the purposes of degree auditing and programmatic advising.
- Maintain articulation matrix modifications
- Review prior learning credit from other institutions, industry based certification/workforce training
- Attends trainings/professional development opportunities as assigned/permitted by supervisor to stay current in the field of higher education and to improve services provided.
- Assists in data verification
- Maintain files and information retrieval systems
- Understand and apply system-wide articulation policies and procedures
- Maintaining a high degree of confidentiality and integrity of documents and student information as well as complying with state and federal privacy regulations such as FERPA.
- Performs other duties as assigned

### **Qualification Requirements:**

- Associate's degree from a regionally accredited institution.
- Minimum 1 year experience in student services, financial aid, or records.
- Strong written and oral communications skills. Strong organizational skills. Ability to manage multiple projects.
- Proficiency in all Microsoft Office programs, including but not limited to Excel, Access, PowerPoint, Word, etc.
- Understanding of and commitment to the mission of Louisiana's community and technical colleges.

**Preferred Qualifications:**

- Bachelor's degree in a social science, operations research, or other related fields
- Previous experience at an LCTCS institution is highly preferred.
- BANNER experience is highly preferred

**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](http://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 Specialist  
Louisiana Community and Technical College System  
265 S. Foster Drive  
Baton Rouge, LA 70806

Or via email to [employment@lctcs.edu](mailto: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](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.