



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

Reporting Specialist

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

Summary:

The incumbent will work with and across all LCTCS colleges to provide accurate and timely reporting. 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:

- Work with departments to ensure data integrity
- Perform data analysis to ensure data quality
- Extract and analyze institution data to support reporting and decision making processes
- Extract reports and data to assist Perkins reporting and monitoring
- 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 verifying data needed for compliance with federal and state reporting requirements
- Assists with timely and accurate completion of external and internal reports necessary for strategic planning and the operation of the college.
- Gathers and compiles data for internal and external clients
- Prepares reports and documents in response to ad hoc requests including data analysis and preparation of presentations, tables, charts
- 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.

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.

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.