



Northwest Louisiana Technical Community College is accepting applications for the following position:

Full time **Director of Student Services** at the **NLTCC- Mansfield Campus**

Provide support for all duties related to Student Affairs and serve as the main contact for the Minden Campus for any campus concerns.

**Duties and Responsibilities:**

- Responsible for reporting faculty, facility maintenance, and security concerns to administration.
- Maintain compliance with accrediting agency (ies) policies and procedures.
- Work with the VC of Academics and Student Services and other stakeholders to develop and implement enrollment management plan for the campus.
- Responsible for submission of all reports in a timely manner to the college, Chancellor and LCTCS.
- Responsible for disseminating accurate communication and information to the administrators, faculty, staff, and students of the campus in an expeditious manner.
- Responsible for the initiation and coordination of college/campus community relations and economic development efforts in cooperation with the Associate Vice Chancellor of Workforce Development.
- Responsible for oversight of student services functions on the campus in coordination with the Vice Chancellor of Academic and Student Affairs.
- Represent the college at statewide team leadership meetings.
- Work with faculty to identify any students who need referrals to the College Counselor.
- Responsible for working with the NLTCC Institutional Research Director to submit accurate reports in a timely manner to college administration, Vice Chancellor of Academic and Student Affairs, Vice Chancellor of Finance and Administration, Director of Human Resources and LCTCS upon request.
- Responsible for working with Vice chancellor of Academic and Student Affairs and Campus faculty to develop an appropriate schedule of course each semester and submission of grades.
- Ensure that all Admissions/Records personnel are kept abreast of FERPA laws.
- Organize and administer records, progression, and graduation eligibility of all students.
- Reporting of student data to appropriate college officials as requested.
- Verification of enrollment processes.
- Adherence and compliance to college policies and deadlines regarding grade processing and reporting.
- Coordination of any ADA or 504 accommodation needs at the Campus in collaboration with the College Counselor.
- Maintenance of student records.
- Review annually all form letters and procedures for the Admissions and Records area. Develop and revise all forms and printed materials as needed in accordance with established procedures. Secure Vice Chancellor of Academic and Student Affairs approval.

- Organize and supervise the Admissions and Records process for each registration, including early registration.
- Determine residency status of applicants based on criteria established by the LCTCS.
- Ensure that all transfer and re-admit student transcript evaluations are completed within the first semester of enrollment.
- Participate in professional development activities to keep abreast of new developments in Admissions and Records through local, state, and national organizations.
- Serve as Designated School Official (DSO) for international student admissions. Ensure that the institution and international students are compliant with Immigration Naturalization Service's regulations.
- Develop, implement, and support an effective orientation program for new students.
- Plan and coordinate special on campus programs as they relate to outreach and recruitment.

**Qualifications and Experience to apply:**

- Bachelor's Degree minimum.
- A minimum of 4 years of professional experience is required; community/technical college system experience preferred.
- Understand the mission of NLTCC
- Ability to work collaboratively, harmoniously and cooperatively with colleagues, faculty and staff
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in the use of personal computers and related software applications.
- Ability to communicate effectively, both orally and in writing.
- Ability to verify and assess student eligibility for financial aid.
- Ability to analyze and solve problems.
- Ability to make evaluative judgments.
- Ability to investigate and analyze information and draw conclusions.

**Additional Requirements:**

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

In accordance with NLTCC Policy #6.003, a criminal history check will be conducted on all new hires. NLTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**

Please submit resumes, transcripts and any references to the following address:

**Northwest Louisiana Technical Community College  
9500 Industrial Drive  
Minden, LA 71055**

**Attn: Human Resources**

Email: [ambersaunders@nlcc.edu](mailto:ambersaunders@nlcc.edu)

Applications will be accepted **until position is filled.**

For more information about Northwest Louisiana Technical Community College, visit [www.nltcc.edu](http://www.nltcc.edu)

NLTCC is a SAME employer- State as a Model Employer

Louisiana state government is committed to serving as a model employer by improving hiring, recruitment, and retention of individuals with disabilities, with the overall goal that seven percent (7%) of the workforce in each executive branch state agency is comprised of persons living with a disability. The State As a Model Employer initiative was originally established by [Executive Order JBE 18-08](#) and applicable to agencies reporting to the Governor. Effective 5/25/2022, SAME was codified into state law by [Act 103 of the 2022 Regular Session](#) and expanded applicability to all executive branch state agencies.

***Northwest Louisiana Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. NLTCC does not discriminate in its hiring or employment practices.***