



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

## **POSITION ANNOUNCEMENT**

### **WorkReady U Student Worker**

#### **Purpose:**

The purpose of employing students and temporary employees is to provide much needed assistance to the fulltime staff, and to provide meaningful work experience and training for the individual to prepare them for future employment.

#### **Summary:**

The student worker position provides assistance in terms of general clerical support, small and routine projects, and running errands. In addition, the student worker will perform tasks at the LCTCS Receptionist's desk as outlined by the State Director of Career, Technical and Adult Education. The student worker must be able to work independently or with broad supervision.

Position duties include but are not limited to:

- Providing support to the LCTCS reception area by interacting with the public to take requests for duplicate high school equivalency diplomas and transcripts, research on-line databases, and print and mail duplicate diplomas and transcripts.
- Providing support to LCTCS staff by way of -
  - 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.

**Requirements:** Should be a full-time student **and** maintain full-time status in order to retain eligibility for continued employment as a student worker.

Verification of full-time student status must be furnished to the Human Resources office at the beginning of each Spring and Fall semester.

**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.**

**Work Hours:** 15-20 hours per week during class sessions. **29** hours per week during Holiday's and Breaks

**(Parking Privileges included)**

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](mailto:employment@lctcs.edu)

Applications will be accepted until the position is filled.