

Administrative Services Officer II – Human Resources

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe, LA.

Applications will be accepted until position is filled, with preference being given to those received on or before September 25th. All applicants are subject to a background check.

Job Description can be viewed [here](#).

Qualifications:

Required: Bachelor's Degree with three years administrative human resource management experience or High School diploma and five years of professional human resource experience.

Preferred: Experience in a post-secondary educational institution and state government human resource practices.

Please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager

Northshore Technical Community College

65556 Centerpoint Boulevard

Lacombe, LA 70445

Telephone number: 985-545-1216

Fax number: 985-214-4402

Email: crystalhill@northshorecollege.edu or hr@northshorecollege.edu

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.