

Director of Admissions and Student Services Coordinator

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 August 2, 2017. All applicants are subject to a background check.

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

Required Qualifications:

Bachelor's Degree from a regionally accredited institution, minimum three (3) years related experience in the analysis of data and databases, minimum of two (2) years' experience in a supervisory/leadership position, strong analytical, quantitative, written, and oral communication skills, demonstrated proficiency in word processing, spreadsheet, database, and statistical analysis applications, experience in managing multiple projects, problem solving, and working with diverse groups, ability to work independently in the development of written reports to include conclusions and recommendations based on factual and objective analysis. Preference given to candidates with a Master's Degree from a regionally accredited institution.

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: 985-545-1217

Fax number: 985-214-4402

Email: owensmith1@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.