

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
POSITION ANNOUNCEMENT**

**Quality Training Specialist – Louisiana FastStart**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for **one** Quality Training Specialist position to be domiciled in **Baton Rouge, Louisiana** for the Louisiana FastStart Initiative.

**POSITION SUMMARY:**

The Quality Training Specialist will work within the Louisiana FastStart workforce training “Quality” (ISO, TS, Lean Manufacturing/TPS, Six Sigma, and FDA) program for client companies across the state of Louisiana.

Responsibilities include the design and development of Louisiana FastStart Quality Program training material which contributes to a premier employee learning experience resulting in a successfully trained workforce for LFS clients.

The Quality Training Specialist will participate in quality and/or process improvement webinars and conferences to ensure FastStart is staying abreast of the latest technologies. In an effort to deliver quality training courses, the specialist will review current courses and identify opportunities to add value and improvement based on current quality related trends.

In coordination with the Creative Solutions team, this position is directly responsible for curriculum maintenance and will assist with the pre and post editing of deliverables to ensure there are no errors and materials are consistent and current. As a custodian of the department records, the training specialist will actively manage all FastStart Quality related courses and update and maintain course files, final edited course materials and design documents.

Collaboration and teamwork with the Quality and Project Managers is a key element of this position to ensure desired deliverables and training needs are met to improve workforce performance. The Quality Training Specialist will occasionally interface with client company executives and managers to plan, organize and evaluate the training programs and to ensure a high level of customer satisfaction and maintain positive client relationships.

The ideal candidate will have working knowledge of ISO Standards and/or Baldrige Performance for Excellence Criteria, Lean Techniques (5S, Visual Controls, SMED, Value Stream Mapping, Standard Work, etc.) and Six Sigma Methodology & Problem Solving Tools

Preferred software competencies include MS PowerPoint, Word, Excel and Visio) The ability to effectively communicate and collaborate with all levels of a client and/or partner agency’s organization is a must. Solid organizational and planning skills will be required for teamwork and collaboration to manage concurrent programs with simultaneous development and delivery schedules.

**Performance Skills/Individual Competencies include but are not limited to the following:**

- Attention to detail
- Business Acumen & Organizational Savvy
- Develops Talent
- Integrity
- Open Communication
- Teamwork & Collaboration
- Presentation skills
- Learning & Growth
- Conflict Resolution

**Minimum Qualification Requirements:**

Bachelor's degree required in quality, engineering and/or business **plus** a minimum of three years Quality, Lean or Process Improvement experience. The ideal candidate will also possess a minimum of one year curriculum design and/or training experience. ASQ certification is preferred (CQE, CQA, CQIA, CMQ/OE).

Louisiana FastStart training programs are offered to client companies on a 24/7 basis. The Quality Training Specialist will be required to travel throughout Louisiana and occasionally travel outside of Louisiana. This position will reside in Baton Rouge.

**Compensation:**

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu)

**Application Instructions:**

Applicants for this position should submit a cover letter that addresses the outlined job responsibilities, a resume, and the names and contact information of 3 professional/work-related references to:

Assistant Director of Human Resources,  
Louisiana Community and Technical College System,  
265 S. Foster Drive, Baton Rouge, LA 70806 or

via e-mail to [fkillen@lctcs.edu](mailto:fkillen@lctcs.edu)

Preference will be given to applications received prior to October 19, 2011. Applications will continue to be reviewed until position is filled.