

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

Training Specialist – Business Operations

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

SUMMARY:

Louisiana FastStart, Louisiana Economic Development's single-source, workforce solutions provider is expanding a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training their workforce. We work with each company and develop and deliver customized training programs for their processes. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce Commission (LWC). Our curriculum will be delivered during pre and post employment and enable the company to launch a new operation or to expand an existing operation. Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The Training Specialist, Business Operations, will work on multiple Louisiana FastStart workforce training projects for manufacturing and logistics client companies across the state of Louisiana.

The Training Specialist, Business Operations, will extensively collaborate with client subject matter experts to develop and deliver custom, performance –based training and other value added materials. Responsibilities include documenting processes, authoring training materials and delivering classroom based and on –the –floor training. The Training Specialist will also advise internal specialists on the creation of Multimedia Based Training (MBT) and training videos.

Experience in training needs analysis; course development incorporating ISD/Adult Learning Methodologies, classroom instruction and use of MS Office Suite is required.

Experience in developing and delivering organizational development and leadership training in a business operations, call center or headquarters environment is strongly preferred.

Louisiana FastStart training programs are offered to client companies on a 24/7 basis. The training Specialist will be required to travel extensively throughout Louisiana and occasionally travel outside of Louisiana and the United States.

Essential Duties include, but are not limited to the following:

- Job & task analysis
- Curriculum design
- Curriculum development
- Delivery of instruction
- Records management
- Data collection
- Program evaluation
- Other duties as assigned

Minimum Qualification Requirements:

Bachelor's degree in Business, Human Resources, Organizational Development, Adult Education, Liberal Arts, Industrial Engineering or other related concentration **and** a minimum of five years experience working in manufacturing and/or business operations to include job skills training and training content development.

Substitution:

Extensive business experience in manufacturing or a headquarters, call support center, technology, finance/accounting or other business operations (7+ years) with at least 5 years in training responsibilities may be substituted for the bachelor's requirement only.

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

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 killen@lctcs.edu

Preference will be given to applications received prior to October 5, 2011. Applications will continue to be reviewed until position is filled.