



## VISTA Assignment Description (VAD)

<b>Title:</b> Natchitoches VISTA
<b>Sponsoring Organization:</b> Central Louisiana Technical Community College <b>Project Name:</b> Central Louisiana Technical Community College <b>Project Number:</b> 19VSWLA004 <b>Project Period:</b> 09/29/2019 - 12/19/2020
<b>Site Name (if applicable):</b> Natchitoches
<b>Focus Area(s)</b> <b>Primary:</b> Education <b>Secondary:</b> Economic Opportunity

<b>VISTA Assignment Objectives and Member Activities</b>
<p><b>Goal of the Project:</b> The goal of the project is to instill interest to attend college, starting with middle school, resulting in increased enrollment in obtaining further credentials and retention of college attendance. The project will address poverty by increasing access to economic opportunities by gaining skills furthering education for higher paying employment.</p>
<p><b>Objective of the Assignment</b> <i>(Period of Performance: 9/29/2019 - 09/26/2020)</i></p> <p>Develop an action and monitoring plan to maintain contact between high school advisors, students, and instructors to strengthening these relationships and increase the number of students pursuing higher education after completion of high school and in subsequent years.</p> <p style="padding-left: 40px;"><b>Member Activity:</b> 1) Developing communication channels and messages that will successfully recruit and support high school advisors and partners throughout the monitoring process from beginning to end. 2) Continuously review/adapt process and marketing materials. 2) Contribute to an ongoing database of potential school district representatives, partners, and media contacts. 3) Identify strategies for successfully delivering recruitment and engagement messaging on ongoing basis.</p>
<p><b>Objective of the Assignment</b> <i>(Period of Performance: 9/29/2019 - 09/26/2020)</i></p> <p>Develop the communication plan of the college retention plan for identifying at-risk students by assessing the current state of College’s communications and data management system and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of these systems.</p> <p style="padding-left: 40px;"><b>Member Activity:</b> 1) Review and become familiar with callout policies, procedures, and documents related to College systems. 2) Identify current system strengths and challenges. 3) In collaboration with CLTCC’S student services, develop a written plan for improvement b. 4) Develop a communication protocol with various groups on campus for social services, financial aid, academic assistance.</p>

**Objective of the Assignment (Period of Performance: 9/29/2019 - 09/26/2020)**

Develop outreach strategies for recruiting high school students into Dual Enrollment as well as immediate college enrollment post-graduation

**Member Activity:** 1) Create and collect surveys, evaluate data, and prep materials for communicating with students. b. Assist staff with program planning by conducting grants research and helping to write grants. 2) Refine and develop systems for onboarding and supporting students. 3) Develop or revise documents related to current program policies and procedures regarding student supports. 4) If needed, participate in relevant training on college success interventions. 5) Create and implement student survey(s) and focus group(s) to collect information on student challenges, effective program elements, and potential improvements.

**Minimum Qualifications:**

- HS Diploma
- Proficient in Word and Excel or Google Docs (Documents and Spreadsheets)
- Good written and oral communication skills working with a diverse audience of varying ages from junior students and their parents.

**Compensation:** Monthly Stipend

**Please email resume and cover letter to: [meredithrennier@cltcc.edu](mailto:meredithrennier@cltcc.edu)**

**Application reviews to begin immediately.**

**Central Louisiana Community College is an Equal Opportunity Employer** in compliance with Title VII 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: Central Louisiana Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation 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.

**Title IX Coordinator/ADA/Section 504****Coordinator:**

Angel McGee

(318) 487-5443 ext.1154

516 Murray St.

Alexandria, LA 71301