

NOTICE OF VACANCY

Coordinator of Student Success Center of Learning

REPORTS TO: Vice President of Instruction

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Coordinator of Student Success Center of Learning (SSCL) will be an equity minded individual committed to student academic success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Coordinator of Student Success Center of Learning Coordinator is responsible for the overall administration of the SSCL, which includes working closely with faculty members and tutors to ensure academic support services are appropriately managed. The Coordinator of SSCL role is to guide students to academic success and completion of a degree or certificate. The Coordinator will consult with students, and instructors to identify developmental needs and design instructional programs in order to guide students on a path toward graduation.

DUTIES AND RESPONSIBILITIES

- Arrange for academic tutors which will include organizing the schedule for MDCC instructors to help out in the SSCL and keep the center staffed as much as possible.
- Assist eLearning Coordinator with proctored testing as needed.
- Assist Library Director with ACT/Accuplacer testing as needed.
- Assist nursing students with dosage calculations.
- Assist students in evaluating their aptitudes and abilities.
- Assist students with advising as needed.
- Assist students with Canvas and Banner programs.
- Assist students with Computer Applications (Word, Excel, PowerPoint and Access).
- Assist students with English/writing assignments.
- Assist students with math assignments, corrections, and test preparation.
- Establishing a mentoring group/club for students.
- Generate reports to meet institutional needs.
- Maintain accurate records and yearly equipment inventories.
- Maintain Professional Development hours as required by MDCC.
- Meet with faculty to discuss tutoring needs in specific subject areas.
- Oversee the day-to-day operations related to the Student Success Center of Learning (SSCL).
- Prepare and manage annual budget for the SSCL.
- Take an active role in interpreting the school's mission and goals to students and the community.
- Work with instructor and the student to resolve barriers to learning for the student if not ADA related.
- Perform other duties as assigned by the Vice President of Instruction.

MANDATORY QUALIFICATIONS

- Applicant must have a Bachelor's degree in Mathematics.
- Effective oral and written communication skills commensurate with the responsibilities of the position
- Must be physically able to operate a variety of equipment including computers.

DESIRABLE QUALIFICATIONS

- Three years of full-time experience in teaching high school or college-level mathematics.
- Master's degree in Mathematics.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, and students.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Knowledge of effective counseling practices and ability to apply counseling skills effectively in a higher education setting.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 9-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – July 10, 2024 at 5:00 P.M.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.