



NOTICE OF VACANCY

Enrollment Services Clerk - Financial Aid

Reports To: Financial Aid Director

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 Enrollment Services Clerk – Financial Aid will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution’s mission.

The Enrollment Services Clerk is responsible for assisting students in the financial aid and admissions processes.

Duties and Responsibilities

Essential job functions include but are not limited to the following:

- Assists in the administration, awarding, and coordination of financial aid
- Assists students regarding financial aid and related areas at the college
- Assists students in completing financial aid applications
- Advises students regarding the impact of withdrawal or dropped classes on continued eligibility
- Ensures that all forms relevant to the processing of student applications for admissions and financial aid are maintained and kept in adequate supply
- Files financial aid files and other related documents
- Assists in generating financial aid letters and proofs them prior to mailing
- Generates and disseminates computer student data files using Banner (Data base) system
- Maintains student files/records in a secure, confidential manner
- Responds to requests and questions, including email inquiries, regarding student records
- Responsible for data entry into the student information module
- Verifies hard copy files with information in the student information module
- Performs other duties as assigned or required by supervisors.

Mandatory Requirements

- Applicant must hold a minimum of an Associate’s degree.
- Applicant must have computer literacy in basic Microsoft Office applications, Banner, and other computer software and databases.
- Applicant must have the ability to work and communicate effectively with the students, faculty, staff, administration, clients, and diverse groups.
- Applicant must appreciate the concept of the community/junior college.

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 non-discrimination 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.

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.

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 some 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, 12-month, non-exempt, Clerical and Support Staff (CS) 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 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 – June 7, 2023 at 5:00 p.m.

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