

NOTICE OF VACANCY

Enrollment Services Navigator

REPORTS TO: Dean of Enrollment Management

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 Navigator 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 Navigator assists students in the admissions process at Mississippi Delta Community College with primary responsibility for recruiting, enrolling, and retaining students participating in Dual Enrollment/Middle College as well as the Prison Education Program. The position will require onsite work at the Mississippi State Penitentiary.

More specifically, the Enrollment Services Navigator is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Advises and counsels students, parents, and counselors on all aspects of the federal financial aid programs including, but not limited to, financial aid eligibility requirements, satisfactory academic progress and appeals while maintaining a high level of customer service.
- Allocates documentation to appropriate student file in Banner to insure proper documentation is collected prior to admission and in compliance with MCCB audit guidelines
- Assist students with the completion of the Free Application of Federal Student Aid
- Assists students in completing and communicating the status of admissions applications
- Communicate with high school counselors regarding dual enrollment
- Coordinates placement testing for students for enrollment into certain courses
- Counsels International students seeking admission to the College
- Counsels students regarding the impact of withdrawal or dropped classes on continued eligibility
- Counsels students regarding the impact of withdrawal/dropped classes on continued eligibility
- Determines student residency and assigns codes in Banner according to audit standards
- Maintain documentation used to determine student eligibility for grants and scholarships to remain in compliance with federal and state regulations.
- Maintain dual enrollment students records according to MCCB guidelines
- Maintains student files/records in a secure, confidential manner
- Participate in recruitment of all students as needed
- Performs degree evaluations in Banner to determine student eligibility for completion
- Provides cooperative assistance to the dual enrollment program, and other programs as needed including but not limited to division chair, directors, faculty, and students
- Receives and maintains all applications for admission into special populations programs

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.

- Responsible for data collection as required by USDOE/SACSCOC
- Responsible for data entry, including admission applications and documents, transcripts, and test scores into the student information module in Banner
- Travel involving enrollment needs, recruitment and training
- Utilizes the Ellucian Financial Aid Banner system to perform tracking, verification, ISIR corrections, and the awarding of Title IV aid.
- Other duties as assigned

MANDATORY QUALIFICATIONS

- Bachelor's Degree from a regionally accredited college or university.
- Computer skills in utilizing Banner and other computer software and database.
- Experience knowledge in State Grants and Scholarships.
- Working experience in the domains of Mississippi public higher education.

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, students, and local patrons.
- 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.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.

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.

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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 may also require some travel and 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, Exempt, and 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 Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. 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 – March 15, 2023 at 5:00 p.m.

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