



## NOTICE OF VACANCY

### Recruiter/Financial Aid Clerk

**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 Recruiter/Financial Aid Clerk 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 Recruiter/Financial Aid Clerk is responsible primarily for assisting students in the recruiting process at Mississippi Delta Community College and secondarily for assisting students in the Office of Financial Aid.

More specifically, the Recruiter/Financial Aid Clerk is responsible for the following:

### DUTIES AND RESPONSIBILITIES

- Coordinate student contact events with schools within our seven-county district.
- Attend college fairs hosted by area high schools
- Assists students with application entry
- Assists students in class selection and enrollment
- Organize MDCC hosted events for recruits
- Manage tours for recruits visiting campus
- Maintain recruiting calendar for dissemination to employees
- Connect with recruits by use of student contact database
- Responsible for maintaining counselor contact list.
- Generates and disseminates student data files using Banner system
- Assists in the administration, awarding, and coordination of financial aid
- Assists students regarding financial aid and related areas at the college
- 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 Ellucian Banner Database System
- Maintains student files/records in a secure, confidential manner
- Responds to requests and questions, including email inquiries, regarding student records
- Aids students in completing FAFSA documentation
- Evaluates documentation provided by students and parents; perform verification and conflicting data resolution.
- Utilizes the Ellucian Banner Database System to perform tracking, verification, ISIR corrections, and the awarding of Title IV, state, and institutional aid.
- Performs other duties as assigned or required by supervisors.

## **MANDATORY QUALIFICATIONS**

- Must hold the minimum of an associate's degree from a regionally accredited institution.
- Employee must be willing to work as part of recruiting team and in coordination with the Office of Financial Aid.

## **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.

## **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 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-Months, 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 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](mailto:humanresources@msdelta.edu) or via postal mail to:

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

## **DEADLINE**

**Internal/External– June-11-2025, at 5:00 p.m.**