



## NOTICE OF VACANCY

### Student Services Coordinator (GHEC)

**REPORTS TO:** Dean of GHEC Operations/ Associate Dean of Student Services/ 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 GHEC Student Services Coordinator 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 GHEC Student Services Coordinator will coordinate all of the Student Services functions at the Greenville Higher Education Center. The GHEC Coordinator will work closely with the Dean of GHEC Operations and the Dean of Enrollment Management to provide quality Student Services, including but not limited to recruiting, at the Greenville Higher Education Center.

More specifically, the GHEC Student Services Coordinator is responsible for the following:

### DUTIES AND RESPONSIBILITIES

**Admissions** – Assist the Dean of Enrollment Management and the staff with Admissions at the GHEC:

- Evaluates transcripts for program admissions, transfer, and graduation.
- Gathers necessary information to ensure that needed student services can be provided.
- Maintains and revises policies and procedures governing admissions and records, grade processing, credit evaluation, transcripts and certifications.
- Supports state audit of attendance verification.
- Prepares a variety of state and federal reports.

**Financial Aid** – Assist the Director of Financial Aid and the staff with Financial Aid at the GHEC:

- Counsels and advises students regarding financial aid through email, phone, and face-to-face communication.
- Performs Federal Verification.
- Performs data entry, word processing, database, and spreadsheets to include bookkeeping, detailed record keeping, and accounting practices and terminology.
- Catalogs student information, managing student information data, and maintaining student database records.
- Maintains organizational files and records.
- Generates reports and queries.

*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](mailto:EEOC@msdelta.edu).*

## **DUTIES AND RESPONSIBILITIES (cont.)**

**Student Life** – Assist the Associate Dean of Students and the staff with the Student Life Functions at the GHEC:

- Provides leadership by coordinating with faculty and staff, colleagues, students and community partners in order to support, provide and/or facilitate activities that ensure that the College achieves its student leadership development, and engagement goals.
- Provides leadership, analysis and advice in relation to policies and procedures regarding students and services for students.
- Ensures that the Student Activity budget is planned, prepared and monitored in keeping with College objectives, policies and procedures, and exercises signing authority on behalf of the Student Activity Department for expenditures as assigned.
- Serves as the Advisor for Student Government Association.
- Assists with the chartering of all new clubs and organizations.
- Plans, organizes, directs, and administers activities and services that support students in assigned areas, and ensures that such activities and services remain within budgetary limits.
- Develops, implements, monitors, and reviews tactical and operational plans, procedures, systems and support in accordance with the College's strategic goals, policies, procedures, and regulatory requirements.
- Manages GHEC Fitness Center

**Recruiter** – Assist the Dean of Enrollment Management and the staff with Recruiting at the GHEC:

- Conducts all high school presentations throughout the school year including night and weekend events.
- Coordinates and participates in recruiting non-traditional students.
- Coordinates all activities related to recruiting including mailing of materials, processing responses, and establishing needs for new materials.
- Conducts campus tours at any of the MDCC sites as requested.
- Works with the Office of Public Relations to assist with updating all recruiting materials.

## **MANDATORY QUALIFICATIONS**

- Master's Degree from a regionally accredited institution.
- Working knowledge of Banner and other computer software and databases.
- Must be dedicated to and appreciate the concept of the community/junior college.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Strong interpersonal and public relations communication skills; ability to effectively communicate using written and verbal skills.
- Proficiency with Microsoft Office applications.
- Banner database, COD, SQL, ARGOS and State Grants and Scholarships experience or knowledge is a plus.
- Reasoning ability required in decision making, advising and assisting students, applying relevant policies, procedures, guidelines, and regulations and performing various tasks.

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## **KNOWLEDGE AND SKILLS REQUIRED (cont.)**

- Office administration, public relations, customer service, time management, organizational, and scheduling skills required.
- Must be able to exercise ethics and maintain confidentiality.

## **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 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, Exempt, and Non-Teaching Professional (NP) position

## **SALARY**

The salary will commensurate with education and experience.

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## 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 – December 3, 2022 at 5:00 p.m.