



NOTICE OF VACANCY
Coordinator of Student Services- Greenville Center

REPORTS TO: Director of the Greenville Center

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 Student Services Coordinator- Greenville Center 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 Student Services Coordinator-Greenville Center will report to and work directly with the Director of the Greenville Center in support of daily college operations and will coordinate Student Services functions at the Greenville Center. The Student Services Coordinator (Greenville) will also work closely with the Dean of Enrollment Management (Admissions, Financial Aid, Recruiting), as well as the Dean of Student Services to provide quality Student Services at the Greenville Center.

More specifically, the Student Services Coordinator- Greenville Center is responsible for the following:

DUTIES AND RESPONSIBILITIES

General – Assist the Director of the Greenville Center with daily operations:

- Develops and maintains community & educational partnerships and contact information.
- Spearheads social media marketing & community outreach.

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

- 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:

- Catalogs student information, managing student information data, and maintaining student database records.
- Counsels and advises students regarding financial aid through email, phone, and face-to-face communication.
- Generates reports and queries.
- Maintains organizational files and records.

- Performs data entry, word processing, database, and spreadsheets to include bookkeeping, detailed record keeping, and accounting practices and terminology.
- Performs Federal Verification.

Student Life – Assist the Dean of Students and the staff with the Student Life Functions:

- Assists with the chartering of all new clubs and organizations.
- 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.
- 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.
- Manages GHEC Fitness Center.
- 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.
- 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.
- Serves as the Advisor for Student Government Association.

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

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

MANDATORY QUALIFICATIONS

- Master's Degree from an accredited college or university.
- Employee must have computer skills in utilizing computer software and databases

DESIRABLE QUALIFICATIONS

- Experience with utilizing Banner.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.

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: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

KNOWLEDGE AND SKILLS REQUIRED

- 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.

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, Non-exempt, Non-Teaching Professional (NP) position.

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SALARY

\$40,000.00-\$50,000.00

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 – April 3, 2025 at 5:00 P.M.