



NOTICE OF VACANCY

Student Success Center of Learning Coordinator

REPORTS TO

Vice President of Instruction

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 Success Center of Learning (SSCL) Coordinator will be an equity-minded individual committed to student academic success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The SSCL Coordinator is responsible for the overall administration of the SSCL, which includes working closely with faculty members and tutors to ensure academic support services are appropriately managed. The SSCL Coordinator's role is to guide students to academic success and completion of a degree or certificate. The Coordinator will consult with students, and instructors to identify developmental needs and design instructional programs in order to guide students on a path toward graduation.

DUTIES AND RESPONSIBILITIES

- Arrange for academic tutors which will include organizing the schedule for MDCC instructors to help out in the SSCL and keep the center staffed as much as possible.
- Assist eLearning Coordinator with proctored testing as needed.
- Assist Library Director with ACT/Accuplacer testing as needed.
- Assist nursing students with dosage calculations.
- Assist students in evaluating their aptitudes and abilities.
- Assist students with advising as needed.
- Assist students with Canvas and Banner programs.
- Assist students with Computer Applications (Word, Excel, PowerPoint and Access).
- Assist students with English/writing assignments.
- Assist students with math assignments, corrections, and test preparation.
- Establishing a mentoring group/club for students.
- Generate reports to meet institutional needs.
- Maintain accurate records and yearly equipment inventories.
- Maintain Professional Development hours as required by MDCC.
- Meet with faculty to discuss tutoring needs in specific subject areas.

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 J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Oversee the day-to-day operations related to the Student Success Center of Learning (SSCL).
- Prepare and manage annual budget for the SSCL.
- Take an active role in interpreting the school's mission and goals to students and the community.
- Work with instructor and the student to resolve barriers to learning for the student if not ADA related.
- Perform other duties as assigned by the Vice President of Instruction.

MANDATORY QUALIFICATIONS

- Applicant must have a Bachelor's degree in Mathematics.
- Effective oral and written communication skills commensurate with the responsibilities of the position
- Physical Requirements: Must be physically able to operate a variety of equipment including computers.
- Valid Driver's License

DESIRABLE QUALIFICATIONS

- Three years of full-time experience in teaching high school or college-level mathematics.
- Master's degree in Mathematics.

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.

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TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, 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 (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 – September 30, 2021 at 5:00 P.M.