



## NOTICE OF VACANCY

### College & Career Navigator

**REPORTS TO:** Director of Adult Education

**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 College & Career Navigator of Adult Education 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.

This College and Career Navigator is responsible for providing guidance and assistance to Adult Ed students. Navigators will help with program recruitment, placement, retention and student completion in their respective programs. This position will assist with eliminating student barriers to aid in successful program completion. The College and Career Navigators for Adult Ed are expected to work closely together and to work collaboratively with college staff and community partners.

More specifically, the College & Career Navigator is responsible for but not limited to the following:

### DUTIES AND RESPONSIBILITIES

- Attend all required state AE or MIBEST conferences, trainings, and meetings.
- Collaborate with the regional workforce development systems, local businesses, and other community organizations to facilitate employment search, internship, and/or job placement opportunities for students.
- Collect, manage, and submit necessary records in the AE data management system.
- Conduct MIBEST Week activities.
- Connect interested students to the college admission processes.
- Connect students with academic advising, including setting career and academic goals.
- Coordinate and manage student registration, orientation, and assessments.
- Coordinate and/or provide supportive services that lead to academic persistence and success using internal college and external community resources.
- Develop an educational plan to identify student assets, barriers, and support services needed to address challenges.
- Enter and update student data in the MIBEST Online Reporting System (MORS) in a complete, accurate, and timely manner.
- Establish positive and trusting relationships with students.
- Foster student accountability, self-advocacy, self-awareness, and effective use of resources.
- Identify and assist students with potential sources of financial support, including financial aid.
- Maintain complete and accurate student and program files.
- Maintain regular communication with college Career and Technical Education/Workforce Education and Adult Education faculty about student performance.

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

- Monitor student attendance, behavior, and academic progress and meet with students regularly regarding these program requirements.
- Recruit students for the AE and MIBEST programs, including development of recruitment, marketing and outreach materials.
- Review and utilize program data on retention, progression, and completion to support continuous program improvement.
- Performs all other duties as assigned.

## **MANDATORY QUALIFICATIONS**

- Applicants must hold the minimum Bachelor's Degree of a from an accredited college or university in counseling, social work, education, or related field.
- Experience in working with non-traditional students and/or at-risk populations (e.g. adult basic education/GED, academically under-prepared high school graduates, foster youth, TANF and SNAP recipients, youth and young adults)

## **KNOWLEDGE AND SKILLS REQUIRED**

- Excellent skills in the areas of written and oral communication; interpersonal relationships; organization; critical thinking and problem solving.
- Prepare and oversee annual budgets, ensuring alignment with organizational goals and compliance with funding guidelines.
- Track expenditures, reconcile accounts, and produce regular financial reports for internal stakeholders and external funders.
- Strong organizational skills for managing multiple grants simultaneously
- Knowledge of community college, adult education, and community resources.
- Verifiable advanced computer skills (Excel, Word, PowerPoint, Internet, etc.)
- Experience with tracking outcomes and/or writing reports
- Must work collaboratively with college staff and administrators
- Must be able to work strategically to prioritize tasks and meet deadlines
- Must display professional behavior and appearance at all times

## **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 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, 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 (**online only**)
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– August 6, 2025 at 5:00 p.m.**