



## NOTICE OF VACANCY

### Prison Education Program Coordinator

**REPORTS TO:** Director of Admissions

**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 Prison Education Program (PEP) 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.

More specifically, the Prison Education Program (PEP) Coordinator will be responsible for serving as the College's central point of contact in support of the college's operations at all 5 current PEP locations and any other locations that may be determined in the future. This position will also be responsible for recruiting, admissions, financial aid, student success, and reentry support for students enrolled in the college's PEP program. Significant travel will be required, as well as a willingness to be on-site at carceral facilities. The PEP Coordinator will report directly to the Director of Admissions. The College's request for these services is a direct result of a need to meet specific outcomes funded by the Mellon Foundation grant.

More specifically, the PEP coordinator is responsible for the following:

#### DUTIES AND RESPONSIBILITIES

- Adhere to all policies and procedures set forth by the college.
- Assist students with the completion of the Free Application of Federal Student Aid
- Collaborate with correctional staff and community partners to ensure a smooth transition for students reentering society.
- Coordinate curriculum alignment and instructional resources to maintain academic integrity and rigor.
- Coordinate reentry support services, including resume building, job readiness workshops, and connections to community resources.
- Develop and maintain a PEP handbook.
- Ensure consistent, high-quality academic delivery across all PEP sites.
- Have knowledge of and commitment to the mission and objectives of MDCC.
- Maintain current professional knowledge and skills through professional development and/or continuing education.
- Monitor program outcomes, including student success metrics, retention, and completion rates.
- Participate in the college's planning process and serve on institutional committees.
- Receive and maintain all applications for admission into the PEP program
- Responsible for data entry, including admission applications and documents, transcripts, and test scores into the student information module in Banner.
- Serve as the primary liaison between MDCC and correctional facility administrators to ensure smooth operations and compliance with institutional and Mississippi Department of Corrections (MDOC) policies.

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

- Support faculty and staff involved in prison education, facilitating professional development and instructional support.
- Support students in transfer pathways or continued education after release.
- Perform other duties as assigned

## **MANDATORY QUALIFICATIONS**

- Bachelor's degree is required.
- Technological competence in Microsoft Office Suite and Banner.
- Ability to communicate effectively with both MDCC and MDOC stakeholders
- Reasoning ability required in decision making, advising and assisting students, applying relevant policies, procedures, guidelines, and regulations and performing various tasks.
- Office administration, public relations, customer service, time management, organizational, and scheduling skills required.
- Must be able to exercise ethics and maintain confidentiality.

## **PREFERRED QUALIFICATIONS**

- Experience in admissions and/or financial aid in a community college setting.
- Experience in reentry work and/or the MDOC correctional setting.

## **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.
- 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.
- 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.

## **PHYSICAL DEMANDS (cont.)**

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/nights 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, 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](mailto:humanresources@msdelta.edu) or via postal mail to:  
Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

**Internal/External – January 24, 2026 at 5:00 P.M.**