



## NOTICE OF VACANCY

### Enrollment Services Clerk

**Reports To:** Financial Aid Director

**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 Enrollment Services Clerk 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 Enrollment Services Clerk assists students in the admissions processes at Mississippi Delta Community College.

### DUTIES AND RESPONSIBILITIES

- Assists in the collecting, processing, and disseminating of admissions documents
- Assists students regarding admissions, financial aid, and enrollment-related areas at the college
- Assists students in completing financial aid and admissions applications
- Assists students on the phone & at the counter regarding the status of admissions and financial aid applications
- Ensures that all forms relevant to the processing of student applications for admissions and financial aid are maintained and kept in adequate supply
- Assists in data entry, including admission applications and documents, transcripts, and test scores into the student information module in Banner
- Generates and disseminates computer student data files using Banner (database) system
- Maintains student files/records in a secure, confidential manner
- Files admission files and other related documents
- Uses eScrip-Safe, Registrar Support & Parchment system to accept & send transcripts
- Responds to requests and questions, including email inquiries, regarding student records
- Responsible for data entry into the student information module
- Verifies hard copy files with information in the student information module
- Performs other duties as assigned or required by supervisors

### MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate's Degree.
- Applicants must also have the ability to work and communicate effectively with the public, administration, faculty, staff, students, and diverse groups.
- The applicants must also have computer and software knowledge of performing data entry, word processing, database, and spreadsheet tasks.
- The applicants should appreciate the concept of the community/junior college.

*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 be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- 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.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.

## **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 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, Clerical and Support Staff (CS) position.

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## **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 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 – May 22, 2025 at 5:00 p.m.**