

## POSITION INFORMATION

Position Title	Athletic Enrollment Management Specialist
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, June 2, 2025

## FOR ADDITIONAL INFORMATION

Contact	James Miller
Contact Title	Vice President for Student Services and Enrollment Management
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6267
Email	jmillier@ecccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

- Bachelor's degree in education, sports management, business, communications, or a related field.
- Experience in admissions, enrollment management, or student services, preferably at the college level.
- Understanding of athletic recruitment and NCAA/NAIA/NJCAA regulations.
- Strong communication skills — both written and verbal.
- Ability to work collaboratively with coaches, admissions staff, and academic advisors.
- Strong organizational and time management skills.
- Basic computer literacy and familiarity with CRM systems, SIS (Student Information Systems), and Microsoft Office/Google Suite.

### Preferred Qualifications

- Master's degree in higher education, counseling, sports administration, or a related field.
- Experience as a collegiate student-athlete or coach.
- Knowledge of financial aid and scholarship processes.
- Familiarity with specific enrollment software (Canvas, Banner, Jenzabar).
- Bilingual or multilingual abilities, especially Spanish, depending on the college's demographics.

### General Statement of the Function

The Athletic Enrollment Management Specialist reports to the Vice President of Student Services and Enrollment Management and is responsible for the implementation of focused and specialized enrollment, advisement-intervention, instructional counseling, and general guidance services directed to East Central Community College student-athletes.

### Duties and Responsibilities

1. Maintains student academic records;
2. Develops, plans, and implements the advisement-intervention, instructional counseling, and general guidance program for advising all student-athletes and managers;
3. Works closely with the Director of Admissions and Records in enrollment services for student-athletes;
4. Assists with all retention efforts pertaining to student-athletes;
5. Works closely with and serves as an articulation liaison with the counselors at all of Mississippi's four-year universities and colleges;
6. Assists with reviewing absentee reports and counseling student-athletes who have excessive absences;
7. Assists with the administration and planning of registration and orientation;
8. Assists student-athletes in identifying and achieving appropriate career objectives;
9. Assists student-athletes in planning their programs for transfer to four-year colleges and universities;
10. Counsels student-athletes who plan to withdraw from college;
11. Assists student-athletes with planning class schedules;
12. Expands professional knowledge through the reading of literature and participation in professional organizations;
13. Presents workshops and presentations regarding time management, how-to-study topics, and other "student success" topics with particular focus on student-athletes;
14. Holds individual conferences to assist student-athletes in the solving of individual instructional problems;
15. Works with instructors to identify problems that may affect teaching and learning with particular focus on student-athletes;
16. Reviews graduation applications of student-athletes/managers;
17. Works student success referrals of student-athletes;
18. Performs other duties as assigned.

## APPLICATION DETAILS

# POSITION ANNOUNCEMENT

POA#: 1219

Application Deadline	Friday, May 9, 2025	
Internal Applications	Friday, April 25, 2025 -	Friday, May 9, 2025
External Applications	Friday, April 25, 2025 -	Friday, May 9, 2025
Interviews Completed By	Friday, May 16, 2025	
Successful Candidate Notified By	Monday, May 19, 2025	

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

\*E-Verify