

## POSITION INFORMATION

Position Title	Adult Education Assessment Coordinator
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, July 13, 2026

## FOR ADDITIONAL INFORMATION

Contact	Alfreda Thompson
Contact Title	Director of Adult Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6387
Email	arthompson@eccc.edu

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. Must hold an Associate Degree;
2. Must possess the ability to communicate effectively, both orally and in writing;
3. Must possess excellent organizational, planning, and human relations skills;
4. Must demonstrate a commitment and ability to serve a diverse community, including low-income families.

### Preferred Qualifications

1. Pearson Vue test Administrator
2. HiSet test Administrator
3. Knowledge of Workkeys Exams

### General Statement of the Function

The Adult Education Assessment Coordinator will serve AE students and the public by adhering to the Mississippi Adult Education program guidelines and the local guidelines established by East Central Community College. The Assessment Coordinator will report to the Director of Adult Education/High School Equivalency.

### Duties and Responsibilities

1. Establish Pearson VUE and HiSET testing schedules;
2. Be well-informed on test sponsor policies and guidelines;
3. Be a certified Pearson VUE and HiSET test administrator;
4. Be trained in the use of the TABE Online;
5. Travel to classes and testing centers throughout the district as needed;
6. Administer TABE Online tests for students seeking to enroll in Smart Start classes at times other than those promoted;
7. Administer WorkKeys National Career Readiness Certificate (NCRC) tests to students completing Smart Start courses at ECCC;
8. Assist in the planning for and participate in the HSE Graduation Ceremony held each year on campus;
9. Administer HSE testing on one Saturday of each month;
10. Assist in Orientations/TABE testing at our off-site locations; and
11. Perform other duties as assigned.

## APPLICATION DETAILS

Application Deadline	Friday, June 19, 2026
Internal Applications	Monday, June 8, 2026 - Friday, June 19, 2026
External Applications	Monday, June 8, 2026 - Friday, June 19, 2026
Interviews Completed By	Thursday, June 25, 2026
Successful Candidate Notified By	Tuesday, June 30, 2026

## 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).

# POSITION ANNOUNCEMENT

POA#: 1245

<https://www.eccc.edu/OC/employment/>

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 (AACCC). 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).

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