

POSITION ANNOUNCEMENT

POA#: 1250

POSITION INFORMATION

Position Title	Information Systems Data Coordinator
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, November 2, 2026

FOR ADDITIONAL INFORMATION

Contact	Victor Coker
Contact Title	Director of Information Systems
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6235
Email	vcoker@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Associates degree or greater in Computer Information Systems curriculum from an accredited institution; OR Undergraduate degree in any curriculum;
- Three years of work experience in support of enterprise-scale administrative or accounting computer systems; Advanced demonstrated knowledge in Microsoft Office using Excel, Access, and Word; and
- Proficient with technology and experience learning new technologies.

Preferred Qualifications

- Five years of work experience in student information system support;
- Experience using Microsoft SQL Management Studio (SMS), SQL Server Reporting Services (SSRS), Crystal Reports, or other related data mining tools;
 - Experience with data transfer and/or application programming interfaces (API); Experience in training and documentation of system processes; and
 - Excellent communication skills, both oral and written.

General Statement of the Function

The Information Systems Data Coordinator assists the Director of Information Systems in supporting the information systems of the College. This position reports directly to the Director of Information Systems.

Duties and Responsibilities

1. Assists the Director of Information Systems in the support of the College's student information system SIS/ERP;
2. Assists the Director of Information Systems in supporting the College's web portal, (myEC);
3. Serves as frontline support for staff and students for the College's student information system SIS/ERP functions and logins;
4. Serves as frontline support for staff and students for the College's web portal, (myEC) functions and logins;
5. Assists the Director of Information Systems in running and monitoring daily system jobs and tasks;
6. Assists the Director of Information Systems in the account creation process for student login accounts for the web portal, (myEC), active directory, student email, LMS, and Warrior Alert;
7. Assists the Director of Information Systems in the development and maintenance of electronic workflows;
8. Assists the Director of Information Systems in report writing and data extracts using SQL, Reporting services, and other data mining tools;
9. Assists the Director of Information Systems in system administration tasks for the College's SIS/ERP and web portal, (myEC);
10. Assists the Director of Information Systems in maximizing utilization and functionality of the College's SIS/ERP;
11. Assists in providing training videos, sessions, and/or documentation for the College's SIS/ERP and web portal, (myEC); and
12. Perform other duties as assigned.

APPLICATION DETAILS

Application Deadline	Wednesday, September 30, 2026
Internal Applications	Friday, September 11, 2026 - Wednesday, September 30, 2026
External Applications	Friday, September 11, 2026 - Wednesday, September 30, 2026
Interviews Completed By	Friday, October 9, 2026
Successful Candidate Notified By	Monday, October 12, 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).
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.

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.

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.

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