

POSITION INFORMATION

Position Title	Adult Education Academic Assistant
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Administrative Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Tuesday, September 1, 2020

FOR ADDITIONAL INFORMATION

Contact	Freda 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. Bachelors Degree;
2. One year of successful secondary teaching experience;
3. Demonstrated ability to work with diverse students; and
4. Excellent technical, written and oral communication skills.

Preferred Qualifications

1. Bachelors Degree in Marketing; Education or related field;
2. Three years of teaching experience in secondary education; and
3. One year of Online teaching or Hybrid teaching.

General Statement of the Function

The Adult Education (AE) Academic Assistant will serve the students of the Adult Education program by following the Mississippi Adult Education program guidelines and the local guidelines set by East Central Community College Adult Education. The AE Academic Assistant will report to the Director of Adult Education/High School Equivalency.

Duties and Responsibilities

1. Assist the AE Facilitator in preparing and present an orientation/registration session as the initial activity for ALL new students enrolling in his/her class. This session should last for no less than one full class meeting and consist of, but is not limited to: an overall welcome, explanation of class and program expectations and rules, program overview including description of high school equivalency (HSE) options, completion of requisite program paper work, and one-on-one interviews with students for the purpose of setting goals and creating an individualized plan of study for the student;
2. Assist the AE Facilitator in administering TABE or TABE CLAS-E to ALL incoming students during their first week of attendance using the appropriate materials and assist the AE Facilitator in contacting students that miss class regularly and in recruiting new students to maintain a sufficient number of students on roll and in class;
3. Attain at least twenty (20) hours of staff/professional development through activities provided by the Mississippi Community College Board, East Central Community College, and other state agencies and organizations. Online options are also available through the Literacy Information and Communication System (LINCS) website and will be approved by the director on a case by case basis. Staff development hours will be recorded in the LACES database;
4. Participate in HSE graduation ceremonies held at ECCC and attend the Adult Education Summer Conference;
5. Teach Hybrid Smart Start Classes; and
6. Perform other duties as assigned.

APPLICATION DETAILS

Application Deadline	Tuesday, August 11, 2020
Internal Applications	Wednesday, July 22, 2020 - Tuesday, July 28, 2020
External Applications	Wednesday, July 29, 2020 - Tuesday, August 11, 2020
Interviews Completed By	Wednesday, August 19, 2020
Successful Candidate Notified By	Friday, August 21, 2020

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, Ms 39327

jrowzee@eccc.edu

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 application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work from each institution attended. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.
5. Three (3) letters of reference for this specific position signed by the reference. Electronic signatures must be emailed directly to jrowzee@eccc.edu.

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 persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Mackey, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, tmackey@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rllee@eccc.edu.
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