

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	Friday, July 1, 2022

FOR ADDITIONAL INFORMATION

Contact	David M. Case
Contact Title	Vice President for Institutional Research & Effectiveness, Chief of Staff
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6323
Email	dcase@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Master's Degree; and
- Prior experience in postsecondary or secondary education.

Preferred Qualifications

Prior Experience in postsecondary enrollment management, advisement, guidance/counseling, curriculum, or instruction.

General Statement of the Function

The Athletic Enrollment Management Specialist reports to the Executive Director of 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

- * Maintains student academic records;
- * Develops, plans, and implements the advisement-intervention, instructional counseling, and general guidance program for advising all student-athletes;
- * Works closely with the Executive Director of Enrollment Management and the Director of Admissions and Records in enrollment services for student-athletes;
- * Assists with all retention efforts pertaining to student-athletes;
- * Works closely with and serves as an articulation liaison with the counselors at all of Mississippi's four-year universities and colleges;
- * Assists with reviewing absentee reports and counseling student-athletes who have excessive absences;
- * Assists with the administration and planning of registration and orientation;
- * Assists student-athletes in identifying and achieving appropriate career objectives;
- * Assists student-athletes in planning their programs for transfer to four-year colleges and universities;
- * Counsels student-athletes who plan to withdraw from college;
- * Assists student-athletes with planning class schedules;
- * Expands professional knowledge through the reading of literature and participation in professional organizations;
- * Presents workshops and presentations regarding time management, how-to-study topics, and other "student success" topics with particular focus on student-athletes;
- * Holds individual conferences to assist student-athletes in the solving of individual instructional problems;
- * Works with instructors to identify problems that may affect teaching and learning with particular focus on student-athletes;
- * Works with the administration in administering and evaluating programs;
- * Serves as a resource to the Executive Director of Enrollment Management in all aspects of the enrollment management pipeline and life cycle not only for student-athletes, but the student population in general; and
- * Performs other duties as assigned.

APPLICATION DETAILS

Application Deadline	Tuesday, May 31, 2022	
Internal Applications	Wednesday, May 11, 2022	Tuesday, May 31, 2022
External Applications	Wednesday, May 11, 2022	Tuesday, May 31, 2022
Interviews Completed By	Friday, June 10, 2022	
Successful Candidate Notified By	Tuesday, June 14, 2022	

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. Up-to-date transcripts for all college work (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 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. *E-Verify