

POSITION INFORMATION

Position Title	Data Clerk TAACCCT
Number of Positions	1
Position Location	Louisville Career Advancement Center
FLSA Type	Non-Exempt
Number of Months	9
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Tuesday, January 2, 2018

FOR ADDITIONAL INFORMATION

Contact	Dr. Lucretia Williams
Contact Title	Director of Workforce Development
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6432
Email	lwilliams@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

Associate Degree
 Computer skills required in the following areas: Data Entry, MS-Office Word, and Excel

Preferred Qualifications

Knowledge of grant procedures

General Statement of the Function

Gathering information and data for reporting outcome measures, and completing the requirements of the grants third party evaluation requirements.

Duties and Responsibilities

Gathering grant information and data
 Reporting grant outcome measures
 Assist with other grant evaluation requirements

APPLICATION DETAILS

Application Deadline	Monday, December 11, 2017
Internal Applications	Wednesday, November 15, - Monday, December 11, 2017
External Applications	Wednesday, November 15, - Monday, December 11, 2017
Interviews Completed By	Tuesday, December 12, 2017
Successful Candidate Notified By	Tuesday, December 12, 2017

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.com

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 (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.

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

THE COLLEGE

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

POSITION ANNOUNCEMENT

POA#: 1008

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 is coordinated by Dr. Teresa Houston, 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, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA is 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, rlee@eccc.edu.

*E-Verify