

POSITION INFORMATION

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| Position Title | Director of Student Success |
| 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

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| Contact | Dr. Teresa Mackey |
| Contact Title | Vice President for Instruction |
| Address | East Central Community College, P.O. Box 129, Decatur, MS 39327 |
| Phone | (601)635-6202 |
| Email | tmackey@eccc.edu |

POSITION SUMMARY INFORMATION

Required Qualifications

- (1) Master's degree in higher education, counseling, student support services or a closely related field from a regionally accredited institution of higher education;
- (2) A minimum of three (3) years of direct experience in student success programs;
- (3) Experience with evaluating program effectiveness and assessment of learning outcomes;
- (4) Knowledge of current student development theory and research;
- (5) Demonstrated ability to work collaboratively with administration, faculty, staff and other key constituents to address student success;
- (6) Ability to work independently and creatively and lead and manage new projects;
- (7) Ability to utilize technology to promote access, efficiency and effectiveness of programs and services offered by the Student Success Center;
- (8) Ability to prepare written reports, correspondence, and recommendations;
- (9) Strong commitment to customer service; and
- (10) Excellent oral and written communication skills.

Preferred Qualifications

- (1) Experience in the development and implementation of new and innovative programmatic initiatives in conjunction with other campus units;
- (2) Direct experience in student success programs within a higher education setting with demonstrated knowledge of, and experience with, program development and coordination;
- (3) Strong leadership and team building skills; and
- (4) Strong problem solving and analytical ability.

General Statement of the Function

The Director of Student Success (DSS) reports to the Vice President for Instruction and is responsible for overseeing the Student Success Center activities by prescribing appropriate computer aided and other instructional aids in tutorial programs for students to improve their academic deficiencies.

Duties and Responsibilities

1. Oversee the day-to-day operations of the Student Success Center;
2. Relate effectively with students, faculty, and staff;
3. Oversee the tutorial lab for students who have academic deficiencies and secure tutors for students;
4. Prepare and disseminate to students and faculty all information regarding assistance available through the Student Success Center;
5. Develop and assist in the administration of evaluation procedures and materials to assess how well the Student Success Center is impacting students and the institution;
6. Utilize evaluation results in planning in order to increase the effectiveness of the Student Success Center;
7. Assist students with Section 504/ADA accommodations coordinated by the Vice President for Student Services;
8. Work with the Student Success Center Committee to help develop and implement goals for the Center;
9. Provide individualized academic support guidance and group workshops on such topics as study skills, time management, test taking, and college adjustment;
10. Develop and maintain close working relationships with academic departments and divisions of the College, and
11. Perform other duties as assigned.

APPLICATION DETAILS

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| Application Deadline | Wednesday, June 1, 2022 |
| Internal Applications | Thursday, May 12, 2022 - Wednesday, June 1, 2022 |
| External Applications | Thursday, May 12, 2022 - Wednesday, June 1, 2022 |
| Interviews Completed By | Friday, June 10, 2022 |
| Successful Candidate Notified By | Monday, June 13, 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). <https://my.eccc.edu/ICS/Employment/>
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

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