

**POSITION INFORMATION**

Position Title	Student Recruiter/Enrollment Specialist
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 17, 2020

**FOR ADDITIONAL INFORMATION**

Contact	Dr. Randall E. Lee
Contact Title	Vice President for Student Services
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6375
Email	rlee@eccc.edu

**POSITION SUMMARY INFORMATION**

**Required Qualifications**

- Minimum of a Bachelor’s Degree from a regionally-accredited college or university;
- Effective presentation and public speaking skills;
- Strong technology and written skills; and
- Demonstrated ability to work well with others and provide excellent customer service.

**Preferred Qualifications**

- Minimum of a Bachelor’s Degree preferably in a marketing, communications, education, or related field;
- Experience working in an education, community college, or university setting; and
- Minimum of one (1) year’s work experience in a recruiting-related field that is related to the duties and responsibilities specified.

**General Statement of the Function**

The Student Recruiter/Enrollment Specialist is responsible for recruiting new students, implementing general student services procedures, and assisting prospective students with enrollment. The Student Recruiter/Enrollment Specialist reports to the Vice President for Student Services.

**Duties and Responsibilities**

1. Serves as a student recruiter of traditional and nontraditional students;
2. Serves as a liaison with high school administrators/counselors to provide enrollment services in the district high schools;
3. Conducts high school visits including classroom visitation, college/career fairs, and other special events to explain programs to prospective students;
4. Provides information regarding admissions requirements and program benefits to prospective students and parents via written correspondence, telephone, email, and personal visits;
5. Assists new students with the enrollment process;
6. Maintains familiarization of academic, health-care, and career technical programs of study in order to effectively promote the programs to prospective students;
7. Develops and maintains files on prospective students;
8. Assists with promotion of programs, departments, and other college organizations;
9. Assists the Public Information department with enrollment-related marketing plans and supporting materials;
10. Assists with on-campus recruitment and retention activities and events;
11. Assists specific programs with targeted enrollment management as directed;
12. Serves on College councils or committees as required;
13. Assists with the recruiting functions of the Warrior Corps student organization;
14. Assists with marketing and recruiting efforts with the Public Information office;
15. Assists with the administration, planning, and implementation of registration, Senior Days, orientations, and summer registrations;
16. Communicate professionally with other College departments regarding the enrollment of prospective students;
17. Conduct group and individual tours on a continual basis;
18. Develop and maintain efficient online communications with prospective students via the website, email, social media, etc.; and
19. Perform other duties as assigned by the Vice President for Student Services.

## APPLICATION DETAILS

Application Deadline	Monday, August 3, 2020	
Internal Applications	Tuesday, July 14, 2020	- Monday, July 20, 2020
External Applications	Tuesday, July 21, 2020	- Monday, August 3, 2020
Interviews Completed By	Friday, August 7, 2020	
Successful Candidate Notified By	Monday, August 10, 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](http://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

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 CareerTechnical 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](mailto: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, [rlee@eccc.edu](mailto:rlee@eccc.edu).

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