



# EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi [www.eccc.edu](http://www.eccc.edu)  
POSITION OPENING ANNOUNCEMENT (POA)

<b>Position Available:</b> Warrior Wellness Center Assistant (Part-time)	9 Month	<b>Position Classification:</b>	
		<input type="checkbox"/> Administration	<input type="checkbox"/> Faculty
		<input type="checkbox"/> Professional Staff	<input checked="" type="checkbox"/> Support Staff
<b>Salary Range:</b> Salary Based on Relevant Experience & Education	<b>Anticipated Date of Appointment:</b> 8/14/2017 (or as soon as possible)		<input type="checkbox"/> Exempt
			<input checked="" type="checkbox"/> Non-Exempt

## Qualifications & Experience:

### REQUIRED:

1. General computer, written, and oral communication skills.
2. Ability to work well with others.
3. Able to follow directions.
4. Self-motivated.
5. Able to manipulate and handle fitness equipment.
6. Able to assist the Wellness Coordinator.

### PREFERRED:

1. One (1) year experience in a related field.

**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 (AACCC). 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.

## For Further Information On The Position, Contact:

Crystal Fitzgerald/Wellness Center Coordinator  
East Central Community College  
Post Office Box 129  
Decatur, MS 39327  
Phone: 601-635-6126  
E-mail: [cfitzgerald@eccc.edu](mailto:cfitzgerald@eccc.edu)

**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:**

Completed ECCC application form (*Application form available for download at [www.eccc.edu/employment](http://www.eccc.edu/employment)*)

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

**Application Deadline:** Open Until Filled

**Internal Applications:** Select Date -

**External Applications:**

**Interviews Completed By:**

**Successful Candidate Notified:** Select Date

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 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, [houston@eccc.edu](mailto:houston@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). \*E-Verify Rev. 3-9-2016

## WELLNESS CENTER ASSISTANT (PART-TIME)

General Statement of the Function: To assist the Wellness Coordinator in daily functions and activities within the Wellness Center. The general duties and functions of this position include, but are not limited to, facilitating the daily operations of the Wellness Center through the performance of many tasks.

### Duties and Responsibilities:

1. Perform general computer duties.
2. May participate in projects/events including development, budgeting, organizing, and completion.
3. Organizing classes for students, faculty, staff, administration, and the general public.
4. Administer physical fitness assessments.
5. Monitor guests in the use of equipment and demonstrate proper use as necessary.
6. Answer telephone.
7. Monitor schedules for the center and take reservations for use of equipment and group fitness classes.
8. Provide excellent customer service to guests
9. Administer discipline as necessary to guests, as well as other staff members.
10. Aid in supervising other staff members.
11. Responsible for receiving payment for group fitness classes.
12. Aid guests with questions or concerns.
13. Occasionally conducts training, continuing education, and professional development events.
14. Maintain a high level of professionalism.
15. Maintain and clean and orderly workspace.
16. Perform other reasonable duties as assigned by the Wellness Coordinator.