



EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi www.eccc.edu
POSITION OPENING ANNOUNCEMENT (POA)

Position Available: Warrior Wellness Center Attendant (Part-time)	9 Month	Position Classification: <input type="checkbox"/> Administration <input type="checkbox"/> Faculty <input type="checkbox"/> Professional Staff <input checked="" type="checkbox"/> Support Staff	
Salary Range: Salary Based on Relevant Experience & Education	Anticipated Date of Appointment: 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. Leadership and problem solving skills.
4. Able to manage large groups of people in an active setting.
5. Be able to perform manual labor tasks as instructed or necessary.
6. Interest and knowledge in wellness or a related field.
7. Positive and energetic attitude relating to this field and toward guests.
8. Ability to remain professional in all situations and circumstances.
9. Able to work 5 p.m. - 9 p.m., Monday - Thursday

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

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*)

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. 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. *E-Verify

Rev. 3-9-2016

Warrior Wellness Center Attendant (Part-Time)

General Statement of the Function: To serve as a facilitator for the Wellness Center

Duties and Responsibilities:

1. Serve as facilitator for the Wellness Center from 5 p.m. – 9 p.m.
2. Monitor use of equipment and demonstrate proper use as necessary.
3. Responsible for receiving payment for group fitness classes
4. Answer telephone
5. Perform general computer duties.
6. Maintain safe and secure environment for all guests by monitoring activity within the Center and using appropriate action as disciplinary issues arise.
7. Perform other reasonable duties as assigned by the Wellness Coordinator.
8. Provide excellent customer service to Wellness Center guests.
9. Maintain a clean and orderly workspace.