

POSITION INFORMATION

Position Title	Warrior Wellness Coordinator
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 10, 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

1. Minimum of a Bachelors Degree in Exercise Science, Kinesiology, Nutrition, or related field from a regionally-accredited college or university;
2. Minimum of two (2) year’s work experience in a service related field;
3. Demonstrated computer, written, and oral communication skills; and,
4. Demonstrated ability to work well with others.

1. Preferred Qualifications

1. Masters Degree or higher in Exercise Science, Kinesiology, Nutrition, or related field;
2. Demonstrated experience in leadership role(s) for wellness initiatives;
3. Experience working in an education, community college, or university setting; and,
4. Ability, certifications preferred, to provide instruction in the areas of healthy lifestyles, nutrition, and exercise.

General Statement of the Function

The Wellness Coordinator provides expertise and coordination for all initiatives and activities within the scope of college and community wellness to include planning, logistics, budgeting, training and continuing education, professional development, evaluation, and innovation. The position serves as a key knowledge leader on the Warrior Wellness Committee and reports to the Vice President for Student Services.

Duties and Responsibilities

1. Actively participates and provides knowledgeable leadership as a member and chairperson of the Warrior Wellness Committee;
2. Plans, coordinates and in some cases conducts training, continuing education, and professional development events related to wellness both on campus and throughout the five-county district;
3. Plans and provides innovative leadership in the on-going development and fine-tuning of wellness events and initiatives on campus and throughout the five-county district;
4. Works with college public information professionals in the marketing, co-branding, and dissemination of information related to Warrior Wellness initiatives and events;
5. Works with the college foundation in development of external funding and partnerships for Warrior Wellness;
6. Serves as the primary college contact to community and other external partners in Warrior Wellness;
7. Participates in the college institutional effectiveness planning and budgeting process;
8. Submits purchase orders for expenditures as needed;
9. Keeps accurate records of expenses and revenues, event logistics and participation, and assessment feedback related to wellness activities;
10. Maintains and accounts for inventory of Warrior Wellness supplies and equipment;
11. Serves as the face of Warrior Wellness to students, faculty, and the community and encourages participation and adoption of best practices in healthy living; and
12. Performs other duties as assigned by the Vice President for Student Services.

APPLICATION DETAILS

Application Deadline	Tuesday, July 21, 2020
Internal Applications	Wednesday, July 1, 2020 - Tuesday, July 7, 2020
External Applications	Wednesday, July 8, 2020 - Tuesday, July 21, 2020
Interviews Completed By	Thursday, July 30, 2020
Successful Candidate Notified By	Friday, July 31, 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).
3. Up-to-date transcripts for all college work from each institution attended (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. Letters with electronic signatures must be emailed.

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

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. 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.

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