



## NOTICE OF VACANCY

### Admissions Specialist

**REPORTS TO:** Director of Admissions

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Admissions Specialist will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Admissions Specialist is responsible for assisting students in the admissions process at Mississippi Delta Community College.

More specifically, the Admissions Specialist is responsible for but not limited to the following:

### DUTIES AND RESPONSIBILITIES

- Provides cooperative assistance to the health science program, dual enrollment program, and other programs as needed including but not limited to division chair, directors, faculty, and students
- Responsible for data entry, including admission applications and documents, transcripts, and test scores into the student information module in Banner
- Utilizes Argos system to generate reports for application entry
- Enters all student applications in Application Navigator program
- Employs National Student Clearinghouse program in student application entry and enrollment verification
- Receives and maintains all applications for admission into any health science program and dual enrollment program
- Uses eScrip-Safe, Registrar Support & Parchment system to accept & send transcripts
- Creates and maintains special population databases in Sharepoint, Excel, and OneDrive to certify proper documentation has been obtained for enrollment
- Allocates documentation to appropriate student file in Banner to insure proper documentation is collected prior to admission and in compliance with MCCB audit guidelines
- Determines student residency and assigns codes in Banner according to audit standards
- Performs degree evaluations in Banner to determine student eligibility for completion
- Evaluates course descriptions of transfer credits to determine eligibility for substitution of current course requirements
- Award degrees in Banner upon completion of required coursework in relation to student selected major
- Assists with maintenance of transfer equivalency database in the student information module for all health science applicants, dual enrollment applicants, and others
- Files admission files and other related documents in ApplicationXtender program

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Utilizes Slate CRM to process and update student records
- Assists students on the phone & at the counter regarding in completing and communicating the status of admissions and financial aid applications
- Enters graduating student information into graduation supply system to provide students with proper regalia for graduation
- Generates and disseminates student data files using Banner system.
- Prints and organizes distribution of diplomas and certificates for all graduates and program completers using Parchment
- Maintains student files/records in a secure, confidential manner
- Other duties as assigned

## **MANDATORY QUALIFICATIONS**

- Applicants must hold the minimum of an Associate Degree.
- Employee must have computer skills in utilizing Banner and other computer software and databases.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to develop, carry out, explain, interpret and enforce policy
- Ability to establish and maintain effective working relationships with internal and external personnel at all levels; manage assigned staff and other internal resources effectively.
- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Knowledge of all areas of Enrollment Management including FERPA and records security, student records processing, financial aid processing and veterans' affairs and related federal regulations; student information systems.
- Verifiable ability to function as a leader and a team member
- Written and interpersonal communication skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Non-Exempt, and Clerical and Support Staff (CS) position

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

**Internal/External– August 13, 2025 at 5:00 p.m.**