



NOTICE OF VACANCY

Middle College/Dual Enrollment Coordinator

REPORTS TO: Vice President of Instruction and Accreditation/Provost

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 Middle College/Dual Enrollment Coordinator 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 Middle College/Dual Enrollment Coordinator serves as the primary liaison between the college and participating school districts to ensure effective coordination of all aspects of dual enrollment and middle college programming. This role is responsible for managing admissions processes, verifying and inputting student records, developing and maintaining student schedules, monitoring student progress, and reporting academic outcomes to stakeholders. The coordinator works in close collaboration with the Director of Admissions and the Office of Instruction and Accreditation to assess needs, maintain compliance, and ensure continuous program improvement.

More specifically, the Middle College/Dual Enrollment Coordinator is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist in the evaluation of program effectiveness and recommend strategies for continuous improvement.
- Collaborate with the Director of Admissions to align recruitment, enrollment, and admissions practices with institutional goals.
- Collect, process, and maintain required admissions paperwork in coordination with district partners.
- Communicate regularly with district representatives, parents (as appropriate), and students to resolve scheduling, academic, or enrollment concerns.
- Develop and maintain reports related to enrollment, retention, and student success in middle college and dual enrollment programs.
- Develop, coordinate, and manage dual enrollment student schedules in collaboration with school counselors and advisors.
- Ensure accurate and timely reporting of midterm and final grades to participating school districts.
- Input and verify student transcripts, test scores, and other required records for accurate placement.
- Maintain accurate and confidential student records in accordance with FERPA and institutional policies.
- Represent the institution at district meetings, advisory councils, and other events related to dual enrollment and middle college programming.
- Serve as the primary point of contact for school districts regarding dual enrollment and middle college processes.
- Support special projects and perform other duties as assigned by the Vice President of Instruction and Accreditation.

DUTIES AND RESPONSIBILITIES (cont.)

- Track student progress throughout the semester, monitoring grades, attendance, and academic standing.
- Work with the Office of Instruction and Accreditation to ensure program compliance with state, regional, and accreditation standards.
- Performs all other duties as assigned.

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate's degree from a regionally accredited institution of higher learning.
- Ability to collaborate effectively with diverse populations, including students, parents, faculty, and school district representatives.
- Appreciation for the mission and values of the community college.
- Demonstrated ability to exercise initiative, independent judgment, discretion, and confidentiality in working with students, faculty, staff, and district partners.
- Experience working with student records, transcripts, or admissions/enrollment processes.
- Proficiency in word processing, database, and spreadsheet applications.
- Strong communication and organizational skills with the ability to manage multiple priorities.

DESIRABLE QUALIFICATIONS

- Bachelor's degree from a regionally accredited institution of higher learning.
- Experience in higher education, K–12 education, or student services.
- Knowledge of FERPA regulations and student information systems.
- Previous experience coordinating dual enrollment, early college, or related academic programs.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to communicate effectively both verbally and in writing with a wide range of stakeholders.
- Ability to learn and use student information systems and scheduling platforms.
- Excellent skills in the areas of written and oral communication; interpersonal relationships; organization; critical thinking and problem solving.
- Knowledge of community college, adult education, and community resources.
- Must be able to work strategically to prioritize tasks and meet deadlines.
- Must display professional behavior and appearance at all times.
- Must work collaboratively with college staff and administrator
- Strong organizational and record-keeping skills with attention to detail.
- Willingness and ability to travel between campus locations and school districts, and to represent the institution at meetings and events.

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, Exempt, and Non-Teaching Professional (NP) 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 or via postal mail to:

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

DEADLINE

Internal/External– September 19, 2025 at 5:00 p.m.

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.