MISSISSIPPI DELTA COMMUNITY COLLEGE

NOTICE OF VACANCY

Student Engagement Specialist (SES)

REPORTS TO: Dean of Student Services

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 population and inclusive environment brings to a community college. The Student Engagement Specialist will be an equity-minded individual committed to successfully fulfilling the institution's mission.

The Student Engagement Specialist is responsible for the development, coordination, and implementation of programs and initiatives that enhance student engagement and campus life. This position promotes student involvement, leadership development, retention, and campus connection through recreational activities, student events, and collaborative programming. The coordinator works closely with the Coordinator of Student Activities to provide meaningful opportunities for student participation and to ensure campus life initiatives align with institutional goals, student development outcomes, and college policies.

More specifically, the SES is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist with evening and weekend student activities and special events as needed.
- Assist with major college events and initiatives, including orientation, Welcome Week, Homecoming, student appreciation activities, leadership programs, and other institutional events.
- Assist with managing supplies, equipment, purchasing, and other resources associated with student engagement programs and recreational activities.
- Assist with the planning and implementation of student activities, special events, campus traditions, and student-centered initiatives.
- Collaborate with academic departments, athletics, residence life, Student Government Association, student organizations, and other campus offices to develop programs that support the overall student experience.
- Create and coordinate recreational programming, including tournaments, competitions, game nights, themed activities, and other social engagement opportunities.
- Develop engagement opportunities designed to increase student participation, campus connection, retention, and overall student satisfaction.
- Develop positive relationships with students and maintain a visible and approachable presence at student programs, activities, and events.
- Develop strategies to engage students who may not traditionally participate in campus activities and increase involvement among commuter, residential, and other student populations.

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

- Develop, coordinate, and implement student engagement programs, recreational activities, and campus events that promote student involvement and a sense of belonging.
- Encourage student leadership by identifying opportunities for students to participate in planning, organizing, and implementing campus programs and events.
- Ensure student programs and activities are conducted in accordance with college policies, safety expectations, and applicable procedures.
- Maintain accurate participation records and collect student feedback to evaluate the effectiveness of engagement programs and identify opportunities for improvement.
- Monitor student participation trends and provide periodic reports regarding programs, attendance, student engagement, and outcomes.
- Oversee the daily operations of the campus arcade, including maintaining established operating hours, monitoring student use, ensuring arcade games and equipment are properly maintained, enforcing policies and procedures, maintaining a safe and welcoming environment, and coordinating arcade activities, tournaments, and special events to increase student engagement.
- Promote student activities and engagement opportunities through appropriate communication channels, including social media, flyers, digital signage, email, and other campus communication platforms.
- Provide oversight and support for student recreational spaces and engagement areas, including ensuring appropriate scheduling, supervision, equipment management, and adherence to college policies.
- Serve on college committees and participate in institutional initiatives as assigned.
- Support efforts that foster student belonging, leadership development, personal growth, and connection to the college community.
- Work collaboratively with the Coordinator of Student Activities to develop a comprehensive calendar of programs and activities throughout the academic year.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- High School Diploma.
- Associate degree must be obtained within 24 months from date of hire.
- Experience working with students in student activities, athletics, or engagement-focused roles.
- Ability to work evenings and occasional weekends as required by events and competitions.
- Strong organizational, communication, and interpersonal skills.

PREFERRED QUALIFICATIONS

- Preferred Associate Degree.
- Experience coordinating or coaching a program or student organization.
- Experience planning student events, programs, or leadership initiatives.
- Familiarity with community college or higher education environments.

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KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Commitment to student development, engagement, and success.

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 may also require some travel and working some evenings/nights 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-month, Non-Exempt, Non-Teaching Professional (NP) position**.**

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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 **(online only)**
2. ***Unofficial*** College Transcript(s)
3. Current Resume
4. 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 – November 14, 2026 at 5:00 P.M.

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