



NOTICE OF VACANCY

Recruiter/Financial Aid Clerk

REPORTS TO: Dean of Enrollment Management

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 Recruiter/Financial Aid Clerk 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 Recruiter/Financial Aid Clerk is responsible primarily for assisting students in the recruiting process at Mississippi Delta Community College and secondarily for assisting students in the Office of Financial Aid.

More specifically, the Recruiter/Financial Aid Clerk is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist in press release and social media promotion for the Alumni & Foundation.
- Assist in solicitation of funds from businesses and individuals for specific fundraisers.
- Assist in solicitation of new Alumni members.
- Assist in the development of a new alumni newsletter.
- Assist Office of Public Relations with administrative task such as purchasing and invoicing.
- Assist Office of Public Relations with other duties as assigned.
- Assisting with special projects and events that will include working hours outside of regular office hours (i.e. alumni meetings, tailgate picnics, homecoming events, Foundation Fundraisers, Scholarship Banquet, and other college events, etc.).
- Maintain Alumni Database.
- Maintaining organizational files, records, and inventory.
- Perform data entry, word processing, database, and spreadsheet tasks as requested.
- Process Foundation and Alumni mail.
- Provide data and assistance to the Emergency Request for Assistance Committee.
- Receives charitable gifts to the Foundation; records gift transactions and prepares appropriate documentation including tax information, property transfers, and gift disposition consistent with organizational policies.
- Record minutes of all Foundation and Alumni Board meetings.
- Serve as a telephone receptionist for the Foundation and Alumni Office.
- Support the creation and planning of reunion and other events to further advance the philanthropic mission of the MDCC Foundation and Alumni Association.
- Work closely with various campus departments on fundraising projects.
- Perform other duties assigned by Interim Director of College Advancement and Alumni Affairs

MANDATORY QUALIFICATIONS

- Associate's degree from an accredited college or university.
- Experience in consensus building and problem solving with stakeholders who have alternative points of view.
- Working experience in the domains of Mississippi public higher education.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- 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.

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 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, 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
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– March 18, 2025 at 5:00 p.m.