

MERIDIAN COMMUNITY COLLEGE

is seeking candidates for the position of Director of Advising and Retention Vacancy 32-20

Qualifications:

- Master's degree required
- Two or more years experience in a higher education environment, preferred
- Experience in enrollment services including student advising or counseling, preferred
- Proficient in the use of technology such as Microsoft Word, PowerPoint, internet and Banner or other administrative software
- Excellent oral, written and interpersonal communication skills
- Ability to work well with faculty, staff, students and community members

Application requirements:

- MCC application form
- Two letters of professional reference
- Copies of all transcript (educational work)

Job closes Oct. 2, 2020. Applications may be sent via email, fax or mail to the Business Office, Hardin Hall, Meridian Community College, 910 Highway 19 North, Meridian, MS 39307. 601.581.3508; 601.484.8701 (fax); hr.mcc@meridiancc.edu

Meridian Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in admission or access to, or treatment or employment in its programs and activities. Compliance with Section 504 is coordinated by Deanna Smith, dean of Student Services, 910 Highway 19 North, Meridian, MS 39307. 601.484.8895, fax: 601.8635, email: dsmith40@meridiancc.edu. Compliance with Section Title IX is coordinated by Derek Mosley, social science instructor, Smith Hall, 910 Highway 19 North, Meridian, MS 39307. 601.553.3435, fax: 601.484.8635, email: dmosley@meridiancc.edu