

POSITION ANNOUNCEMENT

CDA Student Navigator (Grant Based)

Northeast Mississippi Community College is now accepting applications for a full-time, twelve (12) month CDA Student Navigator. This position is grant funded and is located on the Booneville Campus.

QUALIFICATIONS:

Required -

- Bachelor's Degree from an accredited college or university in education, business or related field
- Excellent written and oral communication skills and a demonstrated ability to conceptualize, lead, and manage multiple activities
- Verifiable advanced computer skills (Excel, Word, PowerPoint, Internet, etc.)
- Strong organizational skills
- Experience with tracking outcomes and/or writing reports
- Attitude of optimism/able to inspire confidence

Preferred -

- Master's degree in education, business, or related field
- Experience with working with at risk youth or academically under-prepared students
- Ability to identify realistic goals/expectations with/for students
- Three years counseling experience

APPLICATION DEADLINE:

September 17, 2026

SALARY:

\$47,500.00

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Job Title: CDA Student Navigator

Reports To: CDA Project Director

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Performance Responsibilities:

- Develop and implement processes for in-school at risk youth to increase their transition into career pathways and community college coursework
- Recruit students for CDA program
- Conduct intake and placement of participants in academic learning groups based on age and assessment results
- Support student retention, and completion, including needed services and follow-up during and after program
- Implement case plan meetings for each student at least monthly
- Track student progress in Excel Spreadsheet
- Develop and maintain a Student Success Plan on each student and track progress

- Engage with DYS staff for students referred by agency
- Conduct monthly follow up on students for one year after exit
- Establish positive and trusting relationships with students, staff, and all partners
- Host group and individual information/intake sessions for parents
- Communicate with parents regularly regarding students' grades, needs, and progress/success
- Facilitate student transitions into college by creating informational and social networks and escort them through college admissions processes, including financial aid and student services, and connect students with campus support programs
- Counsel students with goal setting, career awareness, and career aspirations
- Troubleshoot life barriers and identify support resources and success strategies for academic success
- Foster motivational skills within the students in relation to grant objectives
- Track and document student enrollment, attendance, and progress in designated Management Information System
- Track and document student academic performance and life enrichment performance
- Monitor participants' progress in training program through case management
- Connect participants with job placement assistance
- Participate in community activities and services which enhance or support the goals and mission of the college and the CDA program
- Participate in CDA events and ceremonies as required
- Participate in professional development related to position
- Meet or exceed required grant Performance Standards
- Observe confidentiality of all student information
- Ensure program compliance with Title VI of the Civil Rights Act of 1965 and American Disabilities Act
- All other duties assigned by the CDA Project Director/Academic Coordinator, CDA Enrichment Coordinator, and the Vice President of Instruction of NEMCC.

Note: Job description, role, and activities may change at any time without prior notice.