

POSITION ANNOUNCEMENT

Continuing Education Associate

Northeast Mississippi Community College is now accepting applications for a full-time Continuing Education Associate. This position will provide professional assistance to the Office of Continuing Education.

QUALIFICATIONS:

Required:

- Associate degree in business related field
- Two years of office experience
- Ability to learn BANNER administrative software
- Demonstrated experience as an office professional
- Demonstrated experience with Word, Excel, Outlook, and SharePoint
- Flexibility/Adaptability: Ability to adapt to changing processes and use of emerging technology
- Detailed Oriented
- Demonstrated experience with the coordination of programs
- Demonstrated experience in correspondence writing and demonstrate decision-making skills
- Good organizational and communication skills
- Ability to work independently
- Practice professional greeting and telephone etiquette
- Professional customer service skills

Preferred:

- Specific computer software knowledge: BANNER, Word, Excel, Outlook, & Access
- Five years experience as an administrative office professional with an Associate Degree in Business related field.

APPLICATION DEADLINE:

July 21, 2025

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.

Position Description
Northeast Mississippi Community College
July 2025

Position: Continuing Education Associate

Reports to: Director of Continuing Education

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Preferred –

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Role: This position will provide professional assistance to the Office of Continuing Education.

Activities:

- Enter Continuing Education CEU's in BANNER, issue certificates, and calculate evaluation summaries
- Social Media postings of events and class announcements
- Ensure that the office functions in an efficient manner
- Manage the Continuing Education reporting and online class offerings with extensive use of the BANNER Software system
- Prepare Supplemental Agreements for Continuing Education classes
- Organize, set-up, and accept registration for Continuing Education Class Offerings in BANNER
- Assist with the coordination of the Region IV Science Fair

- Coordinate all Continuing Education documentation for workshops
- Assist in the implementation of special events which include occasional evenings and weekends
- Assist with weekly night classes and Saturday workshops/seminars as needed
- Enter requisitions for the Division of Continuing Education
- Assist with deposits
- Prepare and update spreadsheets for each class, workshop, and seminar
- Assist instructors with information and supplies needed for classes
- Assist with other duties of the division as assigned by the Vice President or President
- This is a 12-month full-time position. The job description, role and activities may be changed by the college at anytime without notice

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