

POSITION ANNOUNCEMENT

Enrollment Services Specialist

Northeast Mississippi Community College is now accepting applications for a full-time Enrollment Services Specialist (Records/Admissions). This position is responsible for assisting in all areas of the Enrollment Services Office.

QUALIFICATIONS:

Required:

- Associate's Degree or higher
- Ability to learn BANNER administrative software
- Experience with the operation of word processing, document formatting, records management, database management, spreadsheet software, and other aspects of office management
- Must be committed to accuracy in reporting
- Flexibility/Adaptability; Ability to adapt to changing processes in view of emerging technology
- Ability to multi-task with ease in a fast-paced environment
- Detail Oriented
- Team Player
- Diffuses problematic situations
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community
- Ability to use independent judgment and to manage and impart information to a range of clientele
- Meets people with ease
- Professionalism
- Must possess proper communication skills

Preferred:

- Bachelor's Degree or appropriate training in an Office Technology field
- Distinguished reputation as an office professional
- Knowledge of Banner, ARGOS, CANVAS, and other college specific software

APPLICATION DEADLINE:

May 29, 2026

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: Enrollment Services Specialist

Reports to: Director of Enrollment Services/Registrar

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Responsibilities:

- Processing of all types of paperwork associated with student records/admissions.
- Prepares student files for admission to the college.
- Assists with preparing correspondence to students regarding admissions, priority registration day, graduation, etc.
- Understands the role of the Admissions/Records office in relation to other offices on campus.
- Assists with registration, orientation, graduation, preview days, etc.

- Scans admissions and records documents into the college's Banner Document Management system.
- Contacts students to gather missing information for files.
- Assists Veteran's Certifying Official.
- Assists with Dual Enrollment.
- Assists with entering coursework for transfer students.
- Works with faculty and staff members as a liaison from Enrollment Services.
- Extensive computer/data entry/scripts skills.
- Communicate admissions process in-person, and via phone, e-mail and other digital methods.
- Position will be cross trained with other positions in Enrollment Services.
- Maintains files in accordance with AACRAO standards.
- Processes incoming mail.
- Processing of Student transcripts/Enrollment Verification forms/etc.
- Other duties as assigned

Supervises: None