**Notice of Vacancy**

**Location of Position:** Jackson County Campus - Gautier, Mississippi

<table>
<thead>
<tr>
<th>Position Available:</th>
<th>Classification:</th>
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<tbody>
<tr>
<td>Continuing Education Specialist III</td>
<td>___ Administration ___ Faculty</td>
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<tr>
<td></td>
<td>___ Staff ___ Hourly</td>
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<table>
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<tr>
<th>Date Position Available:</th>
<th>Salary Scale:</th>
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<tbody>
<tr>
<td>August 1, 2013</td>
<td>Salary based on experience and education</td>
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**Qualifications & Experience:**

**MANDATORY:** (M1) Associate degree in Business or related field. (M2) Training and/or experience in the operation of personal computers. (M3) Proficiency in MS Office (M4) Effective interpersonal skills (M5) Demonstrated effective written communication skills. (M6) Demonstrated ability to organize files and work with budgets. (M7) Demonstrated ability to manage multiple tasks associated with project management.

**DESIRABLE:** (D1) Bachelor's degree in Business or related field. (D2) Marketing Experience. (D3) Experience with corporate training programs. (D4) Experience with Banner. (D5) Prior experience working in a community college.

**The College:**

The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

**Application Information & Deadline**

For additional information on the position, contact:

Name: Brock Clark  
Address: 2300 Hwy 90, Gautier, MS 39553  
Phone number: (228) 497-7634  
E-Mail: brock.clark@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

**August 21, 2013**

Mail all documents to: Human Resources Office  
P.O. Box 609  
Perkinston, MS 39573  
E-mail: human.resources@mgccc.edu

**Job Listing Web Address:** [www.mgccc.edu](http://www.mgccc.edu)

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.
CAMPUS: Community Campus (JC location)
JOB TITLE: Continuing Education Specialist
DEPARTMENT: Career, Technical, Workforce and Community Education
JOB CATEGORY: Staff Level 3

GENERAL STATEMENT OF FUNCTION:
The Continuing Education Specialist will be responsible for facilitating and coordinating non-credit classes and activities at the campus level to provide opportunities for life long learning through continuing education and workforce programs.

GENERAL DUTIES
1. Ability to work flexible hours when necessary.
2. Maintains accurate and complete record of programs that are conducted.
3. Prepares requisitions, travel vouchers, check request and other reports as needed.
4. Assist with recruiting and selection of instructors for continuing education classes.
5. Monitors all classes to insure quality of instruction and adherence to Mississippi Community College Board (MCCB) criteria.
6. Monitors financial and enrollment information related to programs offered.
7. Collects fees and makes deposits with the campus business office.
8. Assist with marketing of programs to business and industry and the public at large.
9. Continually works to improve existing programs and identifies and develops new programs to meet the community’s needs.
10. Maintains effective working relationships with college personnel, students and the community.
11. Exhibits an attitude of friendliness and helpfulness when dealing with internal and external customers.
12. Demonstrates a strong professional work ethic and adheres to work schedules and college policies and procedures.
13. Assist with Employee Development Program (EDP).
14. Performs other duties as assigned.