



NOTICE OF VACANCY

Records Clerk

REPORTS TO: Executive Director of Admissions and Records

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC), we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Records Clerk will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Records Clerk serves as a shared support position for the Vice President and the Executive Director of Admissions and Records. The position provides critical support for student records management, enrollment processing, and administrative operations. The Records Clerk assists in maintaining accurate student records, supporting enrollment functions, coordinating divisional operations, and ensuring efficient administrative support for institutional initiatives.

More specifically, the Records Clerk is responsible for, but not limited to, the following:

DUTIES AND RESPONSIBILITIES

Records Processing Responsibilities:

- Assists with graduation processing and degree audit documentation.
- Assists with records retention and compliance activities in accordance with institutional policies and applicable regulations.
- Maintains and updates student academic records in the student information system.
- Maintains student records in a secure and confidential manner in accordance with FERPA regulations.
- Processes student record changes, updates, and corrections.
- Processes transcript requests and enrollment verification requests.
- Supports registration and enrollment verification processes.
- Supports reporting functions through data entry, records maintenance, and information verification.

Administrative Support Responsibilities

- Assists with office operations to ensure efficient and effective service delivery.
- Assists with purchasing requests, travel arrangements, reimbursements, and other operational processes.
- Coordinates scheduling, calendars, meetings, and meeting logistics for the Vice President of Enrollment Management and Executive Director of Admissions and Records.
- Maintains divisional records, files, and administrative documentation.
- Prepares reports, correspondence, presentations, agendas, minutes, and meeting materials.
- Provides professional customer service to students, faculty, staff, and external stakeholders.
- Serves as the primary administrative support professional for the Vice President of Enrollment Management.

DUTIES AND RESPONSIBILITIES (cont.)

- Supports divisional projects, strategic initiatives, and special assignments.
- Performs other duties as assigned.

MANDATORY QUALIFICATIONS

- Applicants must hold a minimum of a High School Diploma or GED equivalent.
- Employee must possess proficiency in Microsoft Office applications, including Word, Excel, Outlook, and related software.
- Employee must possess strong organizational, communication, and customer service skills.

DESIRABLE QUALIFICATIONS

- Associate's degree from a regionally accredited institution preferred.
- Experience in higher education, student records, admissions, enrollment management, or administrative support preferred.
- Experience utilizing Banner or similar student information systems preferred.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to develop, carry out, explain, interpret, and enforce institutional policies and procedures.
- Ability to establish and maintain effective working relationships with students, faculty, staff, administrators, and external stakeholders.
- Ability to function effectively as both a team member and an independent contributor.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Ability to manage multiple priorities and meet established deadlines.
- Commitment to student success and excellent customer service.
- Knowledge of FERPA regulations and student records management practices.
- Strong organizational, analytical, and problem-solving skills.
- Strong written and interpersonal communication skills.
- This version mirrors the language, tone, and formatting style of the template while accurately reflecting the position proposed in your restructuring plan.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

PHYSICAL DEMANDS (cont.)

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Non-Exempt, and Clerical and Support Staff (CS) position

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– July 2, 2026 at 5:00 p.m.