

## POSITION ANNOUNCEMENT

### Developmental Education Navigator (English)

Northeast Mississippi Community College is now accepting applications for a full-time, ten-month Developmental Education Navigator. This position serves students, faculty, and courses within the disciplines and across the curriculum.

#### QUALIFICATIONS:

##### **Required -**

- Master's in English or related field with 18 graduate hours in English
- Strong communication skills, both verbal and written
- Strong organizational and problem-solving skills
- Ability to maintain and foster strong relationships with state agencies and local educational institutions
- Ability to learn scheduling programs and other technologies
- Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
- Skill in listening to issues, synthesizing information, and reaching sound conclusions
- Knowledge of student success initiative development and implementation

##### **Preferred -**

- Master's or Doctoral degree in English or English Education
- Two years' experience working in English or writing related field

#### APPLICATION DEADLINE:

April 23, 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:** Developmental Education Navigator (English) (10 month)

**REPORTS TO:** Academic Division Head for Languages and Humanities

**QUALIFICATIONS: Required -**

- Master's in English or related field with 18 graduate hours in English
- Strong communication skills, both verbal and written
- Strong organizational and problem-solving skills
- Ability to maintain and foster strong relationships with state agencies and local educational institutions
- Ability to learn scheduling programs and other technologies
- Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
- Skill in listening to issues, synthesizing information, and reaching sound conclusions
- Knowledge of student success initiative development and implementation

**Preferred –**

- Master's or Doctoral degree in English or English Education
- Two years' experience working in English or writing related field

**ROLE:**

The Developmental Education Navigator Coordinator serves students, faculty, and courses within the disciplines and across the curriculum. Duties include initiating faculty development programs to improve writing pedagogy, establishing and assessing Writing Across the Curriculum outcomes, coordinating tutoring services and serving on committees to represent writing programs and ensure writing outcomes are being met.

Assists students with setting goals and identifying, planning for, and overcoming potential obstacles and defining steps in education and career planning; builds rapport and trust with students to support successful goal completion; monitors student progress toward goals; conducts follow up with program participants. Offers personal counseling, career planning, and academic support services; supports instructors and program efforts to infuse instruction with persistence and success strategies.

**ACTIVITIES:**

**This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.**

- Works to develop a place for creating a culture of writing at NEMCC.
- Works with all facets of writing instruction at NEMCC to facilitate delivery, assessment, and effective use of writing resources,
- Promotes writing across the curriculum and within disciplines of study,
- Consults with interdisciplinary faculty and provides assistance with teaching writing in the curriculum.
- Designs and conducts workshops and faculty consultations on the teaching of writing.
- Recruits, educates, and manages student writing and peer tutors.
- Hires, supervises, and trains student tutors.
- Stays current with innovations in the field of writing center studies.
- Will teach classes as needed.
- Perform other duties as assigned
- Attend and support college sponsored activities
- Monitors student assessment scores and attendance and maintains advising log or case management files to track contact hours, issues, and outcomes of advising sessions and student portfolios with appropriate documentation
- Counsel students concerning academic and personal/social matters
- Coordinate efforts with faculty and staff in identifying students with academic needs
- Provide intrusive counseling for students when necessary
- Arrange tutorial or other academic support for students
- Interpret test results for academic advising and career counseling
- Maintain records for reporting purposes regarding students receiving services
- Follow-up on student's progress on a regular basis to implement an organized approach to meeting individual needs of students

**NOTE: Job description, role, and activities may change at any time without prior notice**

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; Americans with Disabilities Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Board of Trustees of Northeast Mississippi Community College hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation 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, color, age, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college. The Office of the Vice President of Student Services is responsible for the compliance of these policies. The Vice President of Student Services' Office can be reached by calling 662-720-7235 or by mail: NEMCC Vice President of Student Services, 101 Cunningham Blvd, Booneville, MS 38829.