



POSITION ANNOUNCEMENT

Position: PBI Health and Wellness Coordinator Part-Time (12 months) Grant

Job Description: Southwest Mississippi Community College has an opening for a Health and Wellness Coordinator for the PBI Grant. Under the supervision of the Title III PBI Project Director the Health and Wellness Coordinator position is a collaborative services role focused on retention management, outreach, and intervention. This position will provide support to coordinate outreach, training, enrollment, student reporting and contract administration for the new food pantry under the Student Academic Support Center.

Duties and Responsibilities: Include but are not limited to:

- Under PBI Project Director, the SMCC Health and Wellness Coordinator will develop relationships with community and state agencies that provide the program with necessary student health and wellness activities.
- Collaborate with agencies to provide support for the SMCC Food Pantry and Career Closet program.
- Assist PBI Director and the SMCC PBI staff by coordinating program efforts at the Center to address student health and wellness issues.
- Provide individual and group training for volunteers designated to work with activities provided through the food pantry.
- Ensure activities focus on “student centered” and holistic wraparound student service sessions and activities that meet the student’s needs.

Qualifications & Experience:

Preferred: Bachelor’s Degree and five (5) years’ experience in academics or professional office staff position.

Required: Associate’s degree and three (3) years’ experience in academics or professional office staff position.

Contact: Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: jknight@smcc.edu.

Staff Application: <https://www.smcc.edu/wp-content/uploads/Staff-Application.pdf>

Application Deadline: July 23, 2025 by 2 PM. Failure to include requested application information will preclude applicant from consideration of position.

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.