



## POSITION ANNOUNCEMENT

**Position:** PBI STEM Program Support Specialist (15 months) Grant

**Job Description:** Southwest Mississippi Community College has an opening for a PBI STEM Program Support Specialist through the PBI Grant. The position provides support to the Title III PBI Grant, monitor student progress through Canvas tools such as Dropout Detective, and also work with STEM instructors to develop and implement innovative strategies to support student engagement and academic success. The STEM Program Support Specialist will also focus on retention management, outreach, and intervention.

**Duties and Responsibilities:** Include but are not limited to:

- Assist Instructors in developing and piloting strategies to keep students engaged in programs such as the Lineman program and STEM related programs.
- Collaborate with the Project Director to develop and pilot strategies to support STEM student success.
- Monitor student progress through data tools, such as Dropout Detective.
- Assist with evaluation of objectives for the Student Academic Support Center, and ensure objectives are being met.
- Assist with institutionalizing new practices and improvements in Academic Coaching, Remote Learning, and Peer mentoring within the STEM Programs.

### Qualifications & Experience:

**Preferred:** Master's Degree and three (3) years' experience in academic support, advising, or instructional leadership.

**Required:** Bachelor's degree and two (2) years' experience as academic support, advising, or instructional leadership.

**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](mailto: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.