East Mississippi Community College

Position Available: Assistant Event Coordinator/Front of House Manager
Campus: Lion Hills (Columbus)
Salary Range: Commensurate with Education and Experience
Date of Employment: Immediately
Application Due Date: August 28, 2015 or after (open until filled)

Required Qualifications:
- A high school diploma and three – five years successful experience in event planning/management and front of house management;
- Ability to work flexible hours including nights and weekends

Preference also will be given to applicants who meet one or more of the following criteria:
- An Associate’s Degree or higher in Hospitality/Restaurant Management, or related field
- Evidence of success working with students or employees in educational and/or industrial settings

Application Requirements: The following items must be received in order to be considered for the interview process:
- Completed EMCC Application (available online)
- Resume
- Copy of transcript showing degree received
- Three Letters of Recommendation

East Mississippi Community College was organized in 1927 following its beginnings in 1912 as Kemper County Agricultural High School. The College serves and is supported by Clay, Kemper, Lauderdale, Lowndes, Noxubee, and Oktibbeha counties in east central Mississippi. East Mississippi Community College is one of fifteen state supported community colleges. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. The physical plant consists of two principal locations with both academic and career technical centers. The Scooba Campus is located in Kemper County at Scooba, Mississippi. The Golden Triangle Campus, in Lowndes County at Mayhew, Mississippi, was originally established in 1968 as a vocational technical center. The College also offers courses at Columbus Air Force Base, Macon, West Point, and The Lion Hills Center in Columbus.

For an application packet and general information contact:
Theresa Harpole
District Director of Human Resources/Payroll
(662) 476-5274
tharpole@eastms.edu

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.

The following person has been designated to handle inquiries regarding the non-discrimination policies:
Theresa Harpole District Director of Human Resources; P.O. Box 158 Scooba, MS 39358; 662-476-5274; tharpole@eastms.edu