



JOB DESCRIPTION- CONCURRENT AND SCHOLARSHIP LIAISON

General Description/Primary Purpose:

The Concurrent and Scholarship Liaison supports the management of Murray State College Foundation and institutional scholarship programs in collaboration with the MSC Foundation Director and the Financial Aid Director, including oversight of scholarship processing. This role also plays a key part in recruitment and coordination for concurrent enrollment and the Accelerated College Experience (ACE) Program, serving as the primary connection between Murray State College and area high schools. The Liaison ensures compliance with state standards, develops dual credit agreements, and streamlines processes to enhance efficiency and promote student success.

Classification: Full-time Staff

Salary: Salary Commensurate with experience and qualifications plus full fringe benefits.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

Description of Job Functions:

1. Assist with the coordination and facilitation of the ACE Program and concurrent high school student services, including recruiting, advisement, enrollment, scheduling, and retention at all college sites.
2. Serve as liaison between the College and partnering high schools to support student success.
3. Collaborate with student support services, retention staff, academic chairs, and coaches to guide ACE students toward degree completion.
4. Assist with new student orientation for ACE and concurrent students.
5. Assist with the training and support for high school counselors.
6. Maintain and update concurrent program information on the College website.
7. Coordinate career exploration activities with high school counselors and academic coaches.
8. Assist in the development and implementation of recruitment and marketing strategies, including web content, publications, and event participation.
9. Support institutional goals for concurrent advisement and enrollment.
10. Participate in MSC activities, events, conferences, and professional development.
11. Foster an inclusive, culturally sensitive environment and comply with nondiscrimination policies.
12. Uphold the College mission and maintain a positive, service-oriented attitude.
13. Perform other duties as assigned.

14. Recruit and represent the scholarship department at events; conduct outreach to high school and college counselors.
15. Assist with implement, coordinate, and maintain College and Foundation scholarship programs, including agreements, applications, selections, and recipient communication.
16. Collaborate with the Foundation Office, honors and leadership sponsors, and Financial Aid in all stages of the scholarship process.
17. Assist with the management scholarship files, funds, audits, and software systems to ensure accurate records and compatibility with college and foundation platforms.
18. Organize donor thank-you letters, scholarship workshops, and staff training.
19. Partner with Communications, Marketing, and the Director of Advancement to create printed/online materials, recognition content, website updates, social media posts, and alumni communication strategies.
20. Manage the scholarship application process and review applications for MSC and MSC Foundation awards.
21. Respond to inquiries from applicants and families; serve as liaison during selection processes.
22. Recruit, train, and oversee scholarship readers; update training materials for selection committees.
23. All other duties assigned.
24. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
25. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100.HE and IS-700.

Required Knowledge, Skills, and Abilities:

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Develop and maintain the ability to operate office equipment, e.g., computer, laser printer, adding machine, copy machine, fax machine, telephone, etc.
- Ability to organize, manage, and coordinate all aspects of any office situation and maintain the ability to set priorities, organize, plan, and perform assignments, daily projects and meet deadlines and commitments without immediate supervision.
- Maintain the ability to schedule time and to work efficiently under pressure of deadlines.
- Maintain excellent proofreading skills for grammar, spelling, punctuation, and format and have the ability to communicate orally and in writing with internal and external constituencies.
- Must possess good "people skills".
- Must maintain confidentiality of the college and general office business.
- Must possess a valid Oklahoma driver's license.
- Develop and maintain excellent working knowledge of the Microsoft Word Suite as well as any state-of-the-art technology.
- Demonstrate ability to read and speak the English language sufficiently in order to interpret office correspondence and respond to visitors efficiently and effectively.

- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Develop and maintain an attitude of service toward students, coworkers, and others in a tactful, courteous, and professional manner.
- Maintain a pleasant atmosphere in the office, and foster positive public relations with both on-and-off-campus constituencies.
- Participate in community service activities and programs.
- Attend professional development activities as necessary and/or required.

Other Ergonomic requirements:

In performing job functions related to assigned duties, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

Qualification Standards:

1. **Minimum Educational Qualifications:** Bachelor's degree and/or other combination of education and experience required. Valid Driver's License required.
2. **Preferred Experience:** Experience in college advisement, scholarships or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Completed Murray State College employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or

status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.