

# The



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Volume XVI, Number 10, Friday, March 23, 2007

The Mountain Empire Community College official  
weekly employee newsletter

Published by the Office of Community Relations  
Sharon Fisher - Editor • Lana Kennedy - Design

## RED FOX GRILL BUFFET MENU



### Monday, March 26

Chicken Parmesan  
Scalloped Potatoes  
Green Beans  
Salad  
Roll • Dessert

### Tuesday, March 27

Hamburger Steak w/Gravy  
Mashed Potatoes  
Peas  
Roll • Dessert

### Wednesday, March 28

Chicken Livers  
Lasagna  
California Blend  
Corn  
Roll • Dessert

### Thursday, March 29

Country Fried Steak w/Gravy  
Green Beans  
Mashed Potatoes  
Roll • Dessert

### Friday, March 30

Fried Fish  
Taco Salad  
Macaroni & Cheese  
Broccoli  
Roll • Dessert

Menu subject to change.

## PARSONS IS GOLD WINNER

MECC web designer Jonathan Parsons recently received a gold award for interactive media in the Tri-Cities Metro Advertising Federation's new, expanded student competition category for ADDY Awards. Local 2006 ADDY Award winners were announced at the Federation's annual banquet held last month. Jonathan, a student in the digital media program at ETSU, won this award for a PC game that he developed in Macromedia Flash. Jonathan's work will now proceed on to regional judging.

The ADDY's are an opportunity for the region's advertising community to enter their work for recognition. Television, print, radio, Web, and various other media are eligible. Judging is conducted by experts from outside the region. The Tri-Cities Metro Advertising Federation is one of 210 local chapters of the American Advertising Federation.

## MASSEY COMPLETES TRAINING

Gena Massey, TRIO Program Project Director, just completed training sponsored by The Association for the Tutoring Profession. The training was "Communication Ethics, and Tutor Roles & Responsibilities."

# FASTips

A weekly feature by the Office of  
Financial and Administrative Services

**G**rant administrators over reimbursable grants must comply with the granting agency's filing requirements and deadlines for the final reimbursement.

# VACANCY ANNOUNCEMENTS

## Director of Financial Aid and Enrollment Services

MECC invites applications and nominations for the position of Director of Financial Aid and Enrollment Services, position number FA005.

**Position Summary:** The Director of Financial Aid and Enrollment Services reports to the Vice President of Academic and Student Services and supervises a full-time staff of ten. The Director will organize, supervise and set goals and objectives for the daily operation in the areas of Financial Aid, Admission, Recruitment, and Registrar.

**Qualifications:** Candidates must have a Master's Degree in Higher education, Educational Leadership, Student Personnel, Counseling, Business Administration (with job related experience in Financial Aid) or other degrees with job related experience in Financial Aid. They must also demonstrate computer competency in Microsoft Office as well as the ability to make oral and written presentations. Candidates should be process oriented, have the ability to manage multiple tasks, possess strong problem-solving skills, and demonstrate ability to work well with others to solve procedural problems. The ability to train and supervise a large staff and build a highly effective team using strong leadership and management skills is strongly preferred. It is also preferred that candidates have community college experience, database skills, and experience with a Student Information System (SIS).

For a more detailed list of job responsibilities, please visit the Employment Opportunities page on the Mountain Empire Community College web site at <http://www.mecc.edu/employment.htm>. Applications must be received by **4:30 p.m., May 1, 2007**, and must include a Commonwealth of Virginia Application form available at <http://jobs.state.va.us/emplApplication.html>, curriculum vitae or resume, unofficial transcripts, and the names, addresses, and telephone numbers of five professional references.

Applications are encouraged from women, persons with disabilities, and persons of African, Native American, Hispanic, and Asian origin. Persons with disabilities requiring assistance should contact the college's Human Resource Office.

Please direct correspondence to Ms. Nita Nelson, Human Resource Manager, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-2400, ext. 212. Additional information may be obtained by visiting the college's web site at <http://www.mecc.edu>.

## Administrative Office Specialist II

Administrative Office Specialist II, position number WA004, part-time, 25 hours per week, \$9.28 per hour, in the Office of Institutional Advancement.

Experience in the following areas is required: knowledge of office practices and procedures; proficient computer skills to include experience with Microsoft Word, Excel, and database management; basic bookkeeping skills; excellent telephone and interpersonal skills; ability and confidence to compose correspondence and to interpret and follow oral and written instructions with minimal supervision. Some duties include: generating letters and receipts; depositing cash and checks; creating and maintaining donor records and mailing lists; compiling accurate minutes; purchasing through eVA. For a more detailed description of job duties and responsibilities, visit the Employment Opportunities page on the MECC web site at <http://www.mecc.edu/employment.htm>.

To apply, submit a Commonwealth of Virginia Application for Employment form no later than **Friday, April 6, 2007**, to the Human Resource Office, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-2400. The application form may be accessed at <http://jobs.state.va.us/emplApplication.html> or obtained at the college or at any state agency.

MECC is an Affirmative Action/Equal Employment Opportunity Employer. Minorities, females, veterans, and persons with disabilities are encouraged to apply. Documents verifying identity and eligibility to work in the United States must be presented upon employment. Selected applicant will be subject to a background check as a condition of employment.

## VICA WELDING

Paul Gilley, welding instructor, Silas Qualls, electrical instructor and Jerry Ramey, HVAC instructor visited Russell County Career Center recently to present prizes to the Skills USA (VICA) contest winners.

MECC scholarships plus other prizes were awarded compliments of Miller Electric, Air Gas Industrial Supply of Norton, and the MECC Welding Program.



**Due to space limitations, we are unable to bring you the latest tip on work safety this week.**