

PANOLA COLLEGE - JOB DESCRIPTION

JOB TITLE:	Chair/Instructor – General Business/Office Professional	FLSA status:	Exempt
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DEPARTMENT:	General Business/Office Professional	REPORTS TO:	Dean, School of Professional & Technical Programs
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Position summary: Under indirect supervision, this position is responsible for the General Business/Office Professional Program. This position reports directly to the Dean, School of Professional & Technical Programs, keeping him/her abreast of all planning, organizing, staff and development of Panola College’s General Business/office Professional program.

Position responsibilities:

- Develop and maintain general business/office professional program.
- Act as liaison between the Dean and the Instructors within the department.
- Direct in the development of the departmental budget and present annual request.
- Direct in development of the annual improvement plan.
- Direct in development of annual marketing improvement plan.
- Chair department committee for employment of new instructors.
- Coordinate campuses in regard to syllabi and course content.
- Promote the program through participation in area and community events and affairs.
- Recruit students for the program.
- Develop the curriculum and continue curriculum revisions of the program so student training and skill development meets employer need.
- Exhibit excellence in instruction.
- Perform other functions when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Position Requirements:

- Degree Requirements:
 - Bachelor’s degree required with at least 5 years experience directly related to the duties and responsibilities specified, Master’s degree preferred with 18 graduate hours in the discipline.
- Maintain documentation and prepare required reports in relation to the program.
- Responsible for program Institutional Effectiveness
- Must follow College procedures for assessment.

Knowledge, Skills, and Abilities Required:

- Must have strong organizational skills.
- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.