

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Student Services Counselor/Student Activities Coordinator	<b>FLSA status:</b>	Exempt
-------------------	---	---------------------	--------

<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Vice President of Student Services
--------------------	------------------	--------------------	------------------------------------

**Position summary:** Under indirect supervision, this position is responsible for counseling of students concerning enrollment and coordinating all student activities. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's student services.

**Position responsibilities:**

- Advise students on matters of developmental education, academic fields of study, career and technical education, and transfers.
- Assist with the Texas Success Initiative program and advisor updates.
- Assist with International Student admissions.
- Develop, supervise, and participate in new student advisement/online registration sessions.
- Coordinate Residence Life Orientation.
- Participate in early, regular, and late registration activities, both on and off campus.
- Assist with resources, services, and online services in the Student Success Resource Center.
- Participate in on-going student retention efforts, including the First Alert Program.
- Develop, monitor, and maintain relevant documentation for the Guidance and Counseling and Student Activities budgets.
- Maintain Counseling, Career, Student Activities, and Master Calendar web-pages.
- Assist with student development seminars and workshops.
- Participate in College-sponsored student recruitment activities as requested.
- Assist in the preparation of brochures, student handbooks, and catalog information.
- Coordinate on-campus visitation by university and armed forces recruiters.
- Participate in and/or chair committees as needed.
- Assist in administering placement tests.
- Be available to off-campus sites for advising students.
- Develop, administer, and evaluate the annual Student Services Survey.
- Participate in appropriate professional development activities.
- Develop, schedule, and coordinate college-wide student activities, including multi-cultural activities.
- Assist in establishing and coordinating the activities of student clubs and organizations.
- Assist with supervising student conduct and activities in the Student Center.
- Supervise use of campus facilities related to student activities.
- Maintain and up-to-date calendar of student activities and disseminate printed information to appropriate personnel.
- Post weekly activities and events on student WebCT calendar and e-mail.
- Organize the nomination and selection process for Who's Who in American Junior Colleges.
- Provide innovation and vision for the College.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master's degree with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Budgetary skills.
- Ability to work with a diverse team in a fast-paced environment.

- Enthusiasm and the ability to thrive in an atmosphere of constant change.

**Physical Demands and Work Environment:**

- Counseling duties are normally performed in a typical interior/residence work environment.
- Student Activities duties are normally performed in a typical interior/residence or exterior work environment, based on the activity scheduled.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.