

**PANOLA COLLEGE  
JOB DESCRIPTION**

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| <b>JOB TITLE:</b> | Counselor - Technical | <b>FLSA status:</b> | Exempt |
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| <b>DEPARTMENT:</b> | Student Services | <b>REPORTS TO:</b> | Vice President of Student Services |
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**Position summary:** Under indirect supervision, this position is responsible for counseling of students concerning enrollment into technical programs as well as being responsible for the total supervision of the Carl Perkins grant. This position reports directly to the Vice President of Student Services for counseling duties while keeping the Vice President and Dean of Instruction abreast of all planning, organizing, staff and development of the Carl Perkins grant. This position is partially grant funded.

**Position responsibilities:**

- Advise students on matters of admissions, developmental education, career and technical education, and transfers.
- Provide career guidance for technical students.
- Participate in early, regular, and late registration activities, both on and off campus.
- Participate in on-going student retention efforts.
- 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.
- Participate in and/or chair committees as needed.
- Assist in administering placement tests.
- Be available to off-campus sites for advising students.
- Participate in appropriate professional development activities.
- Establish and maintain contact with area school officials, prospective students, and other clients to explain the technical program offerings.
- Cooperate with college personnel in utilizing the early warning system and academic intervention system.
- Cooperate with Special Populations Coordinator in tracking students after program completion.
- Prepare Basic Grant Application and Annual Performance Report.
- Monitor Carl Perkins budget.
- Participate in an on-going drug abuse education/counseling program.
- Keep faculty members informed about specific student problems and needs.
- Serve as Disabled Student Services Coordinator; work with Financial Aid office and Occupational Therapy Assistant instructors to present workshops for tutors of disabled students.
- 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:**

- Duties are normally performed in a typical interior/residence work environment.
- 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.