PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	Director of Marshall Campus Center	**FLSA status:**	Exempt

DEPARTMENT:	Marshall Campus	**REPORTS TO:**	Vice President of Instruction

Position summary: Under indirect supervision, the Director is responsible for the overall direction and administration of the programs and services provided by the college in Marshall and all of Harrison County. The Director reports to the Vice President of Instruction, consulting on courses and procedures in the academic and vocational areas.

Position responsibilities:

- Maintain contact with civic groups and community agencies to stimulate interest in the college's center.
- Prepare an annual report on the status of the off-campus center for submission to the college president.
- Make recommendations to the college president on classroom space and improvements to the area of instruction.
- Coordinate all phases of registration for off-campus classes at the centers.
- Supervise late registration and monitor textbook sales at each location.
- Assign full-time faculty members to overload classes with the assistance of the Vice President of Instruction.
- Recruit and select faculty members for the centers.
- Conduct faculty meetings for those teaching at the center.
- Advise faculty members on grading methods, attendance regulations, and teaching approaches.
- Establish and administer an orientation program for new faculty.
- Maintain an open door policy to faculty, staff and students.
- Contract class schedules in correlation with main campus classes.
- Develop and administer short courses, seminars and workshops related to the community service mission of the college.
- Assist the Director of Workforce and Economic Development with registration and fee collection in continuing education classes.
- Assist the College Recruiter in student recruitment and the promotion of Panola College in the area around the off-campus centers.
- Join in the county's/city's community life, representing the college in community and cultural events in the area.
- Cooperate with area high schools for early admission classes, articulation agreements, and tech-prep initiatives.
- Supervise personnel assigned to the off-campus centers.
- Teach in the areas in which the administrator is qualified.
- Assist the College President at his/her request.

Minimum Position Requirements:

- Master's degree with at least 5 years experience directly related to the duties and responsibilities specified. PhD preferred.

Knowledge, Skills, and Abilities Required:

- 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.
- Ability to analyze and assess training and development needs.
- Skill in budget preparation.
- Employee development and performance management skills.
- Skill developing performance management systems.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of alternative dispute resolution processes.
- Skill in developing and conducting employee information/orientation sessions.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office 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.