

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Records Specialist – Adult Basic Education	FLSA status:	Non-Exempt
DEPARTMENT:	Workforce and Economic Development	REPORTS TO:	Director of ABE Program

Position summary: Under direct supervision, assists the Director of ABE Program in all program areas. This position reports to the Director of the Adult Basic Education Program and is totally grant funded dependant upon continuation funding.

Position responsibilities:

- Fax weekly attendance every week and file faxes with confirmation printouts in notebooks.
- Enter and update participant date in ABE/GED/ESL databases and weekly attendance database.
- Enter and update assessment data in ABE/GED/ESL databases.
- Enter and update contact hours from sign-in sheets in ABE/GED/ESL databases, weekly attendance database, and daily student count calendars.
- Go to satellite campuses to retrieve and deliver files, supplies, etc.
- File all student sign-in sheets in notebooks.
- File all student data in administrative files.
- Fax referrals to instructors as directed by ABE Records Specialist I and then file in notebooks.
- Deliver flyers and tri-folds to market classes for ABE/GED/ESL as directed.
- Print, mail postcards monthly.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- High School diploma or GED required with 1 to 2 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Excellent computer skills including Microsoft Word, Microsoft Power Point, Microsoft Excel, and Microsoft Publisher.
- Clerical skills including filing, typing, and organizing.
- Operating office equipment, including copy machine, fax, computer, and scanner.
- A pleasing personality and ability to work positively and effectively with people.
- Good written and verbal communication skills.
- Good work habits.
- Very good critical thinking skills.

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.
- Some travel required.