

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Secretary – Workforce and Economic Development	FLSA status:	Non-Exempt
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DEPARTMENT:	Workforce and Economic Development	REPORTS TO:	Director of Workforce and Economic Development
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Position summary: Under direct supervision, assists the Director of Workforce and Economic Development in day-to-day operations.

Position responsibilities:

- Assist in preparing schedule of all non-credit course offerings for each location at the beginning of each semester, including typing, editing, and printing final copy.
- Prepare and/or obtain all necessary paperwork involved in scheduling and implementing Community Service self-improvement classes each semester, including: contacting prospective instructors in regard to teaching, scheduling class times, and reserving rooms for classes; pre-register students for classes, assist with on-site registration when needed, receipt, and deposit funds; and prepare purchase requisition for payment of instructor.
- Assist in scheduling Continuing Education classes as per Workforce Education Course Manual guidelines.
- Enter all course and student information into POISE.
- Arrange for the ordering of appropriate textbooks when necessary.
- Assist with class registration for online courses.
- Maintain files for all Continuing Education and Community Service originated by Carthage campus.
- Oversee work study employees and assign duties as necessary.
- Maintain database file of names, addresses, etc. of all students taking Continuing Education and Community Service classes in Carthage for future reference and mail-outs.
- Prepare press releases in regard to each class ordered in Carthage to send to newspapers, television, and radio stations for community service bulletin announcements.
- Assist with Kids College within regular work hours.
- Prepare paid advertising in regard to Continuing Education and Community Service classes offered in Carthage.
- Prepare course announcements and other informational fliers to be distributed.
- At beginning of fall semesters, prepare advertisement flier for Adult Basic Education (GED) classes, coordinate approval by the Carthage ISD, make specified number of copies, and distribute to each school.
- Prepare and maintain database file by profession of businesses and organizations in the four-county service area for the purpose of providing and announcing specialized continuing education courses.
- Maintain petty cash fund for the department.
- Assist in obtaining current time off records for the department.
- Assist with scheduling and notification of organizational meetings that the Director conducts.
- Secure Director’s signature on required documents for processing as requested by the directors of off campus sites.
- Forward updated material for personnel files on each continuing education or community service instructor to Human Resources for each location.
- Oversee use of CPR mannequins, specifically responsible for check-in and check-out by Continuing Education personnel.
- Obtain necessary records to assist in preparation of reports on a semester and yearly basis.
- Assist in contacting employers for potential contract training course. Assist with scheduling of course, preparation of all required documents as listed for Continuing Education and Community Service course offerings.
- Assist in preparation of grant proposals when requested including typing, editing, copying, binding and scheduling shipping arrangements.
- Assist in scheduling and maintaining appointments.
- Assist in preparation of all required travel approval documents and reimbursements.
- Assist with general clerical duties as requested.
- Assist the Director in the preparation of budgets.
- Manage filing system for the Director.
- Make appointments, schedule meetings as requested for the Director.
- Answer incoming calls for the department.
- Manage personal calendar for the Director.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

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.