

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Student Activities Coordinator/Recruiter/Advisor	FLSA status:	Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Vice President of Student Services
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Position summary: Under indirect supervision, this position is responsible for all student activities, assists with the recruitment of future students for the institution as well as advising students during each semester. 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:

- Participate and assist with new student orientation, advising, and registration sessions.
- Advise students on matters of admissions, academics, careers and occupations, transfers.
- Be available for advising on and off campus.
- Develop, schedule, and coordinate college wide student activities, including multi-cultural activities and homecoming activities.
- Develop, monitor, and maintain relevant documentation for the budget and IE.
- Assist in supervising and maintaining activity and facilities in the Student Center.
- Supervise/maintain use of campus facilities related to student activities, such as sand volleyball courts and outside basketball.
- Maintain and up-date master calendar of student activities and disseminate printed information to appropriate personnel.
- Manage/approve all information on common college bulletin boards on campus and LCD's.
- Post weekly activities and events on student email.
- Coordinate and manage campus intramural programs on campus.
- Assist Athletic Director with game day administration duties of athletic programs.
- Provide student activities and half time entertainment at athletic events to promote attendance at games and school spirit.
- Work with Recruiting Coordinator in recruitment and promotion of Panola College. Must be willing to travel and possible overnight.
- Travel to all 14 service area high schools at least twice a semester for recruitment dates and develop a relationships.
- Setup and manage recruitment/promotion booths at many area job/college fairs and recruitment activities.
- Participate in the TACRAO East Texas recruitment circuit.
- Purchase recruitment giveaways for booths and recruiting trips.
- Arrange and conduct recruitment presentations at High Schools and College Fairs.
- Travel to promote and recruit for Panola College in a 150 mile radius.
- Coordinate, manage, and train staff to assist with issuing ID's and parking stickers.
- Provide innovation and vision for the department.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College
- Participate in and/or chair committees as needed.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required.

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:

- 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 50 pounds.
- No or very limited exposure to physical risk.
- Extensive travel required including evening, overnight and weekend.