

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Support Specialist – Allied Health Programs	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Allied Health Programs	<b>REPORTS TO:</b>	Chairs for Medical Technologies/VN/EMT
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**Position summary:** Under direct supervision, this position assists the Vocational Nursing, Health Information Technology and Emergency Medical Technician programs with secretarial duties in their day-to-day operations. The position also supports the Simulation laboratory for the nursing programs.

**Position responsibilities:**

- Operates telephone to relay incoming and interoffice telephone calls.
- Receives, sorts, and posts all incoming mail. Receives all outgoing mail daily and prepares for delivery.
- Performs typing/data entry duties as required.
- Arranges, participates in, and implements, as directed, conferences and committee meetings.
- Compiles data and statistical information; develops reports and special projects as delegated by the directors.
- Maintains inventory of instructional and general supplies.
- Performs various secretarial and miscellaneous job-related duties as assigned by all departments.
- Orders, monitors, and stocks supplies for the simulation laboratory.
- Performs the setting up prior to instruction and the cleaning up afterwards of the simulation laboratory.
- Performs the cleaning and preparation of laundry for the simulation laboratory.
- Maintains records on student immunizations for the above mentioned programs.
- Serves as the Infectious Control Officer for the above mentioned programs.
- All other duties as assigned.

**Minimum Position Requirements:**

- Associate's degree preferred.
- Must have demonstrated ability to work independently and as part of a team.
- Communicate effectively with students, employees and visitors to the Allied Health Department.
- Must have excellent customer service skills, compassion for people in general, and be knowledgeable in EXCEL, WORD, and ACCESS.
- Must have a flexible schedule and the ability to handle change well.

**Knowledge, Skills, and Abilities Required:**

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

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment as well as a simulation laboratory.
- This position is required to work a flexible schedule which could include evenings and weekends.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 75 pounds.
- No or very limited exposure to physical risk.