

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Vice President of Student Services	FLSA status:	Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	President
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Position summary: Under indirect supervision, directs the institution's admissions/records, student activities, intercollegiate athletic programs, residence halls, guidance and counseling, testing services, veteran's affairs, health services, career information center, and disabled students program.

Position responsibilities:

- Provides leadership in the planning and coordination of the Student Services division.
- Interpret the scope and function of the Student Services division to the community.
- Coordinate the development of annual goals and evaluate personnel assigned to the division and make recommendations on contract renewal.
- Determine departmental staffing needs and assist in the recruitment and selection of qualified staff.
- Direct the implementation of an effective staff development plan.
- Assume responsibility for the division's fiscal affairs, including the development and administration of the annual budgets.
- Serves as the Athletic Director overseeing all intercollegiate athletic programs.
- Serves as the test center director and testing program officer for assessment and college admissions.
- Participate actively in counseling.
- Evaluate transcripts for transfer credit and/or graduation.
- Oversees the coordination freshman orientation activities.
- Oversees the coordination of student activities and student organizations.
- Establish and assist in implementation of an effective student discipline program.
- Serves as the Veteran's Affairs Officer.
- Serves as the official for international students.
- Responsible for the development of a robust housing and residence life for students.
- Responsible for the organization of campus recreation, including intramural sports.
- Responsible for the organization of the Fitness Center.
- Prepare and revise the catalog, student handbook, and other publications as necessary.
- Assist in the implementation and enforcement of College policies and regulations.
- Act in an advisory capacity when requested on matters pertaining to the formulation and execution of College policy.
- Assist with the development of College wide side development plans to address identified needs.
- Attend civic and professional functions as an official representative of the College when requested by the President.
- Participate in appropriate professional growth activities.

Minimum Position Requirements:

- Master's degree with at least 5 years experience directly related to the duties and responsibilities specified. Doctorate degree 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 problems and develop creative solutions to complex student services issues.
- Knowledge of financial/business analysis techniques.
- Ability to analyze and assess training and development needs.
- Skill in budget preparation and fiscal management.
- 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 student and employee information/orientation sessions.
- Knowledge of federal and state laws and regulations.

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.