

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Advisor/Testing Assistant	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 advising students during the registration process as well as serving as the testing assistant to the Testing Coordinator. 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:

- Administer and advise students on all assessment testing provided and required by Panola College.
- Train staff members in the use of career exploration and testing materials.
- Advise the Vice President of Student Services and Student Services staff concerning test administration policy and procedure modifications.
- Travel to off-campus sites to advise, test students, and recruit.
- Assist the Testing Coordinator in developing an annual statistical report of the General Education Development (GED) program to the College president/board.
- Participate and assist with new student orientation, advising, and registration sessions.
- Participate in early, regular, and late registration activities, both on-campus and off-campus.
- Advise students especially career and technical students, on matters of admissions, academics, careers and occupations, transfers.
- Assist Perkins Grant coordinator in the recruitment and retention efforts, and data tracking for the grants for career and technical students.
- Provide updated information on occupations and career possibilities for career technical education students.
- Assist marketing personnel with the preparation and development of all brochures and advertisement for career and technical education.
- Work with lead recruiter in recruitment and promotion of Panola College. Assist with recruiting, especially targeting career and technical education. Must be willing to travel and possible overnight events.
- Develop and manage student peer tutorial program for transfer and career technical education students.
- 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.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required with at least 2 years experience directly related to the duties and responsibilities specified strongly preferred.

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.
- 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/residence 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.