

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Advisor/Testing and Disability Services Associate Coordinator	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 for academic success and the registration process as well as assisting the Testing/Disability Coordinator with all assessment testing and handling Disability Services. 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.
- Advise students on the use of the career exploration and testing materials.
- Assist the Testing Coordinator in developing an annual statistical report for the Testing Center.
- 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.
- Advise students on matters for academic success including admissions, academics, careers and occupations.
- Participate and assist with new student orientation, advising, and registration sessions.
- Provide updated information on occupations and career possibilities for students and assist with career and job fairs setup by student services.
- Assist marketing personnel with the preparation and development of all brochures and advertisement for Testing and Disability Services.
- Work with Recruiter in recruitment efforts and promotion of Panola College.
- Assist Perkins Grant coordinator in the recruitment and retention efforts, and data tracking for the grants for career and technical 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. Master's degree in related field strongly preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Experience with disability services.
- Experience with assessment testing.
- 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.