

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Recruitment & Completion Coordinator - Part-time	FLSA status:	Non-exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Director - Perkins Grant
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Position summary: Under indirect supervision, this position assists with tracking the progress, completion, and barriers inhibiting success of CTE students including special populations. This position reports directly to the Director - Perkins Grant.

Position responsibilities:

- Through outreach, establish and maintain supportive relationships with Career and Technical Education students to provide academic, financial, and career guidance.
- Connect students with on-campus student services, tutoring programs, mentors, and other programs designed to help them succeed in college.
- Document all student interactions in database to monitor students' progress and follow-up as needed.
- Complete data entry of student and institutional records regarding enrollment, academic progress, engagement, financial aid, and graduation.
- Create and maintain a job opportunity webpage including assistance with cover letter and resume writing, etc.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree required, Bachelor's degree preferred. A minimum of two years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills with ability to represent the College in contacts and communications with students, staff, and external colleges/universities.
- Demonstrated ability to manage a large volume of work with a high level of accuracy and integrity.
- Strong computer, data collection, analytical, and organizational skills.
- Ability to meet deadlines and adapt to rapidly changing priorities and demands.
- Excellent written and verbal communication skills with a demonstrated ability to interact with people at all levels.
- A pleasing personality and telephone skills.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.
- Willingness to travel and valid driver's license.

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.
- Travel required including evening, overnight and weekend.