

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Secretary to the Vice President of Student Services	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Vice President of Student Services
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**Position summary:** Under direct supervision, this position assists the Vice President of Student Services and the Student Success Center in day-to-day operations.

**Position responsibilities:**

- Assist the Vice President in the preparation of budgets and maintain budget paper work for all Student Services/Athletics.
- Prepare or assist with check requisitions, purchase order requests through DPS for Student Services/Athletics.
- Prepare memorandums, letters, and correspondence for the Vice-President.
- Manage filing system for the Vice President.
- Make appointments and schedule meetings as requested for the Vice President.
- Answer incoming calls for the department.
- Manage personal calendar for the Vice President.
- Assist in the maintenance of web pages related to the Student Services and Athletics.
- Responsible for all documentation and correspondence for all athletes and the athletic insurance company.
- Responsible for scheduling/tracking/managing appointments for advisors and other Student Services offices.
- Responsible for updating the Panola College master calendar for Student Services and Athletics.
- Responsible for the creation of, updates and changes to the College catalog for Student Services' areas.
- Responsible for the Student Right to Know Bulletin.
- Responsible for the processing of student identification cards.
- Responsible for the updates and maintenance of campus maps.
- Assist with the distribution of parking permits for employees and students.
- Performs miscellaneous job-related duties as assigned.
- Take minutes at assigned committee meetings.

**Minimum Position Requirements:**

- Associate's degree and at least 3 years experience directly related to the responsibilities specified required.

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

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems. Especially proficient in word and Excel.

**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.