

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Director Harrison & Marion County Operations | FLSA status: | Exempt |
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| DEPARTMENT: | Instruction | REPORTS TO: | Vice President of Instruction |
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Position summary: Under indirect supervision, the Director is responsible for the overall direction and administration of the programs and services provided by the college in Marshall, Texas and all of Harrison County and Jefferson, Texas and all of Marion County, Texas. The Director reports to the Vice President of Instruction and works cooperatively with the instructional deans/directors in consulting on courses and procedures in the academic and technical areas. This position is responsible for leadership in planning, organizing, administering, and evaluating the educational programs of the Area. This position is responsible for overseeing the adult education grant program in Panola, Shelby, Harrison and Marion counties and is partially grant funded.

Position responsibilities:

- Maintain contact with civic groups and community agencies to stimulate interest in the college's center.
- Prepare an annual report on the status of the off-campus center for submission to the college president.
- Make recommendations to the Vice President of Instruction on classroom space and improvements to the area of instruction.
- Coordinate all phases of registration for off-campus classes at the center.
- Recruit and select adjunct faculty members for the centers and local ISD's with approval of the Vice President of Instruction.
- Assist with the orientation program for new faculty.
- Maintain an open door policy to faculty, staff and students.
- Work with Dean/Directors to develop class schedules in correlation with main campus classes.
- Develop and administer workshops/presentations related to the community service mission of the college.
- Assist the office of Workforce and Continuing Education with registration and fee collection in continuing education classes.
- Join in the counties /cities community life, representing the college in community and cultural events in the area.
- Cooperate with area high schools for early admission classes, articulation agreements and tech-prep initiatives.
- Supervise personnel assigned to the off-campus courses.
- Coordinate dual credit and contacts with the independent school districts in Harrison and Marion Counties.
- Assist the College President at his/her request.
- Other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree with at least 5 years' experience directly related to the duties and responsibilities specified. Public relations experience preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Excellent organizational, analytical, and planning skills.
- Ability to analyze and assess training and development needs.
- Ability to build consensus among diverse groups for the overall success of the organization and the project.
- Able to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment developing and implementing new strategies and procedures.

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.