

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Executive Secretary	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Vice President of Instruction
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**Position summary:** Under direct supervision, assists the Vice President and faculty in day-to-day operations.

**Position responsibilities:**

- Assist the Vice President in the preparation of budgets and maintain budgets for the department.
- Maintains academic faculty credential files and Professional Development notebooks.
- Prepare all check requisitions, purchase order requests through DPS.
- Prepare additional pay contracts for full-time and adjunct faculty.
- Input courses for fall, spring, summer I & II semesters.
- Provide instructors with a copy of course schedules for proofing.
- Prepare faculty reports.
- Inform students in the event the instructor is absent.
- Assist the Vice President with setting up professional development meetings for faculty.
- Measure and order caps and gowns for faculty/staff for commencement.
- Prepare program for commencement ceremony.
- Prepare for UIL (Universal Interscholastic League) events held on campus.
- Make hotel reservations as needed.
- Order supplies for the department.
- Prepare memorandums, letters, and correspondence for the Vice-President.
- Manage filing system for the Vice President.
- Make appointments, schedule meetings as requested for the Vice President.
- Answer incoming calls for the department.
- Manage personal calendar for the Vice President.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.

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

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

**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.