

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Student Activities 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 all student activities, assists with the recruitment of future students for the institution. 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:

- Develop, schedule, and coordinate college wide student activities, including multi-cultural activities, educational events, Veterans Day Banquet, Fall Frolic, Spring Fling, Student Mixers, game day activities, and homecoming activities
- Develop, monitor, and maintain relevant documentation for the budget and IE.
- Assist in supervising and maintaining activity and facilities/furniture in the Student Center.
- Supervise/maintain use of campus facilities related to student activities, such as sand volleyball courts and recreational areas outside.
- Maintain and up-date master calendar of student activities and disseminate printed information to appropriate personnel.
- Post weekly activities and events on student email.
- Coordinate and manage campus intramural programs on campus.
- Assist Athletic Director with game day administration duties of athletic programs.
- Provide student activities and half time entertainment at athletic events to promote attendance at games and school spirit.
- Work with Recruiting Coordinator in recruitment and promotion of Panola College. Must be willing to travel to several East Texas TACRAO circuit events, no overnight.
- Coordinate, manage, and train staff to assist with issuing ID's and parking stickers.
- 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
- Participate in and/or chair committees as needed.
- Support the philosophy and mission of the College.
- Sponsor Student Government Association (SGA)
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- 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.
- Budgetary 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/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.