

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Secretary/Receptionist – Marshall Center	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Marshall College Center	<b>REPORTS TO:</b>	Director of Harrison/Marion County Operations
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**Position summary:** Under direct supervision, assists the Director in day-to-day operations.

**Position responsibilities:**

- Operates telephone to relay incoming and interoffice calls.
- Greets all visitors courteously, determines their needs, and directs them to the proper person and/or office.
- Receives, sorts, and posts all incoming mail. Receives all outgoing mail daily and prepares for delivery.
- Performs typing duties as required.
- Arranges, participates in, and implements, as directed, conferences and committee meetings.
- Compiles data and statistical information; develops reports and special projects as delegated by the director.
- Represents the institution at professional, civic, and governmental organizations and meetings.
- Assists with Continuing Education and Grant registrations, schedules and flyers.
- Assists with the sale of textbooks and materials.
- Maintains inventory of instructional and general supplies.
- Receives and receipts student tuition/fee payments.
- Makes student ids
- Performs various secretarial and miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Associate's degree preferred.
- Must have demonstrated ability to work independently and as part of a team.
- Communicate effectively with students, employees and visitors to the Marshall Center.
- Must have excellent customer service skills, compassion for people in general, and be knowledgeable in EXCEL, WORD, and ACCESS.
- Must have a flexible schedule and the ability to handle change well.

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

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

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- This position is required to work evenings and weekends.
- 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.