

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Institutional Research Assistant | FLSA status: | Non-exempt |
| DEPARTMENT: | Institutional Research & Planning | REPORTS TO: | Director of Institutional Research & Planning |

Position summary: Under direct supervision, the Institutional Research Assistant assists with daily operation of the department of Institutional Research & Planning, including clerical and public relations tasks and collecting and inputting data for reports. This includes the Multiple Measures Assessment grant.

Position responsibilities:

- Perform clerical duties, including creation and maintenance of department documents, assembly of materials, and procurement of office supplies and other resources.
- Assist the Director with reports and meeting minutes at assigned committee meetings.
- Prepare memorandums, letters, and correspondence for the Director.
- Organize & manage the budget for the department.
- Prepare or assist with check requisitions and purchase order requests for the department.
- Order supplies for the department.
- Make appointments and schedule meetings as requested for the Director.
- Answer incoming calls for the department.
- Manage filing system for the Director.
- Manage personal calendar for the Director and IR & Planning calendar for the department.
- Input data entry for the Multiple Measures Assessment grant.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- Associate’s degree preferred with at least 2 years’ experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Strong technology skills, including knowledge of Microsoft Office Suite and Google tools Ability to adapt quickly to software and technology changes.
- Basic knowledge of technology troubleshooting tasks.
- Ability to work independently.
- Ability to work in a collaborative work environment
- Ability to keep student and faculty information confidential.
- Ability to work with a diverse student and faculty population in a fast-paced environment

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.