

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Advisor	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 advising students during each semester. 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:

- Participate and assist with new student orientation, advising, and registration sessions.
- Advise students on matters of admissions, academics, careers and occupations, transfers.
- Monitor students in Dropout Detective and notify students of what resources are available for academic assistance.
- Make sure the students chosen Pathway is followed and student continues to progress towards a degree.
- Be available for advising on and off campus.
- Develop, monitor, and maintain relevant documentation for the budget and IE.
- Work with Recruiting Coordinator in recruitment and promotion of Panola College. Must be willing to travel and possible overnight.
- Assist admissions office and advisors with contacting students that have been flagged to need academic assistance.
- Willingness to help all areas of Student Services when asked, as well as other areas of the College when approved by VP of Student Services.
- Attend University transfer workshops.
- Assist with other bridge camps or other academic readiness seminars for potential students.
- Help students develop skills, behaviors and habits that contribute to success in college.
- Assist students in developing self-efficacy by identifying and overcoming obstacles that may be impeding academic success.
- Provide innovation and vision for the department.
- Participate in and/or chair committees as needed.
- Support the philosophy and mission of the College.
- 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.
- Extensive travel required including evening, overnight and weekend.