

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Recruitment & Completion Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Dean of Career and Technical Programs
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Position summary: Under indirect supervision, this position assists with the recruitment of future students for the institution as well as advising students during each semester. This position reports directly to the Dean of Career and Technical Programs.

Position responsibilities:

- Through outreach, establish and maintain supportive relationships with Career and Technical Education students to provide academic, financial, and career guidance.
- Connect students with on-campus student services, tutoring programs, mentors, and other programs designed to help them succeed in college.
- Provide a supportive environment for the students and parents of service area high school students to discuss academic, financial and other college-related issues of challenges.
- Document all student interactions in database to monitor students' progress and follow-up as needed.
- Complete data entry of student and institutional records regarding enrollment, academic progress, engagement, financial aid, and graduation.
- Expose high school students to a college-going culture through presentations and special events
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required, Master's degree strongly preferred. A minimum of two years of professional experience in student services and /or student development in a higher education setting required.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills with ability to represent the College in contacts and communications with students, staff, and external colleges/universities.
- Demonstrated ability to manage a large volume of work with a high level of accuracy and integrity.
- Strong computer, data collection, analytical, and organizational skills.
- Ability to meet deadlines and adapt to rapidly changing priorities and demands.
- Excellent written and verbal communication skills with a demonstrated ability to interact with people at all levels.
- A pleasing personality and telephone skills.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.
- Willingness to travel and valid driver's license.

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.
- Travel required including evening, overnight and weekend.