Position summary: Under direct supervision, assists the Dean in day-to-day operations.

Position responsibilities:

- Answers telephone, files and performs daily clerical duties.
- Assists the Virtual College of Texas coordinator with activities related to Panola being both a provider and host college for courses and collaborative degrees.
- Assist in providing distance learning student telephone support with non-technical issues or refers student to proper individual.
- Assists in providing distance learning online support for students or refers students to proper individual.
- Provides distance learning student support at registration.
- Assists office of Distance Education in all grant activities.
- Enters instructor approved distance learning course information into online catalogs for Virtual College of Texas, NorthEast Network Consortium and other relevant online course catalogs.
- Assists ITV facilitators and instructors as needed.
- Assists in compiling distance learning survey and evaluation results.
- Assembles materials for distance learning.
- Assists in mentoring and advising of distance learning students.
- Assists with distance learning responsibilities as assigned.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

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

Knowledge, Skills, and Abilities Required:

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

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.