PANOLA COLLEGE
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Activities Coordinator/Recruiter/Advisor</th>
<th>FLSA status:</th>
<th>Exempt</th>
</tr>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Student Services</td>
<td>REPORTS TO:</td>
<td>Vice President of Student Services</td>
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Position summary: Under indirect supervision, this position is responsible for all student activities, assists with the recruitment of future students for the institution as well as 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:

- Work with Lead Recruiter in recruitment and promotion of Panola College.
- Participate and assist with new student orientation, advising, and registration sessions.
- Be available for advising on and off campus.
- Assist with issuing ID’s and parking stickers.
- Maintain and update websites assigned to the department.
- Develop, monitor, and maintain relevant documentation for the Student Activities budget and IE.
- Develop, schedule, and coordinate college wide student activities, including multi-cultural activities.
- Assist/Approved in establishing and coordinating the activities of student clubs and organizations.
- Assist in supervising activity and facilities in the Student Center.
- Supervise/maintain use of campus facilities related to student activities, such as sand volleyball courts and outside basketball.
- Maintain and up-date master calendar of student activities and disseminate printed information to appropriate personnel.
- Manage/approve all information on common college bulletin boards on campus and LCD’s.
- Post weekly activities and events on student email.
- Organize the nomination and selection process for Who’s Who in American Junior Colleges.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Coordinate on-campus visitation by universities and armed forces.
- Coordinate and manage campus intramural programs on campus.
- Assist Athletic Director with game day administration duties of athletic programs and provide student activities and half time entertainment at games to promote attendance at games and school spirit.
- Develop and conduct Student Activities survey.
- 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 with at least 2 years experience directly related to the duties and responsibilities specified strongly preferred.

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.