

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Lead Recruiter/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 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 recruiting activities.

Position responsibilities:

- Coordinate recruitment programs and strategies for Panola College including international recruitment and advisement.
- Work with Vice President in developing measurable recruiting objectives including recruiting objectives for residential housing.
- Work with scholarship donors and other members of the college in identifying recruitment markets and students.
- Maintain a recruiting database and follow up tracking system.
- Provide weekly, monthly, and other reports as requested.
- Supervise the Recruiter/Advisor and assist in pre-advisement and orientation services as needed.
- Provide academic advisement and Texas Success Initiative advising to prospective and current students who intend to transfer to universities and those seeking a technical degree or certificate.
- Sponsor student group Green Jackets and utilize them in recruitment and retention initiatives.
- Provide professional, timely, and courteous assistance to internal and external publics of the college.
- Maintain confidentiality of student information and records.
- Assist in retention efforts of current students including residential students.
- Develop and maintain recruiting budget.
- Coordinate Tech-Prep recruitment and documentation.
- Create links with job training agencies, Texas Workforce Commission, and Texas Rehabilitation Commissions and other appropriate agencies.
- Coordinate High School Senior Nights, Panola College Days for prospective high schools, tours for prospective students, and high school award assembly scholarship presentations.
- Coordinate accurate web page and brochure recruitment information.
- Coordinate recruitment efforts of Continuing Education offerings.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree with at least 1 year experience directly related to the duties and responsibilities specified.

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 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required including evening, overnight and weekend.