

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Advisor/Testing Coordinator/International Student Coordinator/ Perkins Grant Coordinator	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 the registration process, serving as testing coordinator, coordinating enrollment processes for all international students, determining student eligibility for Disability Services and ensuring that reasonable accommodations and services are made available to these students, and supervising the Carl Perkins grant. 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:

- Advise students on matters of admissions, academics, developmental education, careers and occupations, transfers, and personal problems.
- Develop, supervise, and participate in orientation programs.
- Participate in early, regular, and late registration activities, both on-campus and off-campus.
- Provide students with information on occupations and career possibilities.
- Assist in the identification of prospective career/technical education students.
- Assist in conducting follow-up studies and reports concerning former students, including graduates and drop-outs.
- Participate in predictability research/projects, when feasible.
- Assisting and updating a placement program.
- Maintain counseling/advising records.
- Supervise the centralized placement testing program for the College.
- Develop an annual statistical report of the General Education Development (GED) program to the College president/board.
- Train staff members in the use of career exploration and testing materials.
- Advise the Vice President of Student Services concerning test administration policy and procedure modifications.
- Cooperate with College personnel in utilizing the early alert and academic intervention system.
- Assist in the preparation of brochures, student handbook, and catalog information.
- Travel to off-campus sites to advise and test students.
- Serve as the coordinator for all international students attending the College, handling necessary related paperwork.
- Maintain all international student records through the Student Exchange Visitor Information Systems (SEVIS).
- Participate in appropriate professional development activities.
- Work with department chairs to promote technical program offerings.
- Prepare Basic Grant Application and Biannual/Annual Performance Report.
- Keep faculty members informed about specific student problems and needs.
- Serve as Disability Services Coordinator ensuring that all students who self-identify and qualify for these services are provided adequate and necessary services.
- Assist with recruiting.
- Provide innovation and vision for the College.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.
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Minimum Position Requirements:

- Master’s degree with at least 3 years’ 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.
- 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/residence 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.