

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Advisor/Veterans Affairs Certifying Officer/Recruiter	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Vice President of Student Services
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**Position summary:** Under indirect supervision, this position is responsible for advising students concerning enrollment and coordinating all Veteran Chapter Benefits and assist in recruitment. 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 developmental education, academic fields of study, career and technical education, and transfers.
- Coordinate and update the Texas Success Initiative policies and advisor updates.
- Coordinate training/train faculty/staff academic advisors.
- Develop, supervise, and participate in new student orientation/advisement/online registration sessions.
- Work with Residence Life Orientation.
- Participate in early, regular, and late registration activities, both on and off campus.
- Assist with resources, services, and online services in the Student Success Resource Center.
- Participate in on-going student success efforts, including the First Alert Program.
- Develop, monitor, and maintain relevant documentation for the Guidance and Counseling budget and Institutional Effectiveness.
- Maintain assigned Student Success web-pages.
- Assist with student development seminars and workshops.
- Participate in College-sponsored student recruitment activities.
- Participate in and/or chair committees as needed.
- Be available to off-campus sites for advising students.
- Develop, administer, and evaluate the annual Student Services Survey.
- Participate in appropriate professional development activities.
- Serve as the College's Veterans Affairs Certifying Official.
- Attend VA conferences.
- Develop and prepare Academic Improvement plans for students on Financial Aid Probation.
- Provide innovation and vision for the department.
- 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.

**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:**

- This position's duties are 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.