

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Recruiting Coordinator/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 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.

Position responsibilities:

- Participate and assist with new student orientation, advising, and registration sessions.
- Advise students on matters of admissions, academics, careers and occupations, transfers.
- Be available for advising on and off campus.
- Market and promote Panola College to both traditional and non-traditional students.
- Setup Recruitment Days on Campus and Arrange and actively work Campus Tours.
- Develop and maintain the Panola College View Books, Departmental Brochures, and other recruitment and advertisement material.
- Arrange/host/conduct the Biannual Superintendents, Principals, and Counselors Luncheon in March.
- Coordinate meetings with service area school districts in order to help relationships for recruitment, dual credit classes, early admissions, and any other student services or College needs.
- Work with Vice President in developing measurable recruiting objectives including recruiting objectives for residential housing.
- Develop, monitor, and maintain relevant documentation for the budget and IE.
- Work with scholarship donors and other members of the college in identifying recruitment markets and students.
- Collect recruitment information cards and keep a data base and mail recruitment letters and follow ups to potential students.
- Collect applications from admissions office and send recruitment letters to all potential students that have completed application.
- Provide weekly, monthly, and other recruiting reports as requested.
- Assist/Approve in establishing and coordinating the activities of student clubs and organizations.
- Help with issuing ID's and parking stickers.
- Maintain and update websites assigned to the department.
- Maintain confidentiality of student information and records.
- Assist in retention efforts of current students including residential students.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required. One year of experience directly related to the duties and responsibilities specified 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 design marketing information.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills in order to produce marketing and recruitment materials.
- 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.
- Extensive travel required including evening, overnight and weekend.