

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Testing/Recruiting Specialist	FLSA status:	Non-Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Vice President of Student Services
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Position summary: Under direct supervision, assists the Vice President of Student Services and the Student Success Center in day-to-day operations.

Position responsibilities:

- Assist with the coordination of the Superintendent, Principals, & Counselors annual luncheon.
- Responsible for scheduling all testing for students.
- Administers placement tests for students.
- Assist recruiter with inquiries by telephone, appointments, recruiting databases, data entry of recruiting contacts, and mail outs of information requested by prospective students.
- Assist residence life coordinator with telephone calls, inquiries, applications, files, appointments, and data entry responsibilities related to housing.
- Assist with bulletin board.
- Provide counter help for the Student Success Center as needed.
- Assist with all GED duties except those specifically limited to the Chief Examiner.
- Assist with the processing of student identification cards and maintaining files of ids.
- Order supplies for the department.
- Prepare memorandums, letters, and correspondence for the Advisors and Testing Coordinator.
- Manage filing system for the Advisors and Testing Coordinator.
- Make appointments, schedule meetings as requested for the Advisors and Testing Coordinator.
- Answer incoming calls for the department.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred.
- State approved GED Examiner required.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

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.