

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Health Science Specialist	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Assigned Health Science Program(s)	<b>REPORTS TO:</b>	Assigned Health Science Chair(s)
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**Position summary:** Under direct supervision, this position assists the assigned Health Science program(s)/Chair(s) with secretarial duties in their day-to-day operations.

**Position responsibilities:**

- Provide office/clerical assistance for the assigned departments, including communications relating to requests for program information. Act as a liaison with other departments on behalf of the assigned program(s) to ensure that departmental tasks are organized and completed promptly and proficiently.
- Operates the telephone to relay incoming and interoffice telephone calls.
- Receives, sorts, and posts all incoming mail. Receives all outgoing mail daily and prepares for delivery to their assigned program faculty.
- Performs typing/data entry duties as required. Prepares meeting minutes (faculty meetings, advisory committee, etc.)
- Arranges, participates in, and implements, as directed, conferences and committee meetings.
- Maintains physical and electronic records and files relating to the department. Compiles data and statistical information to develop reports for special projects as delegated by the Program Chair.
- Assists in developing reports required by accreditation agencies as directed by the Program Chair.
- Monitors and maintains inventory, ordering, receiving, and distributing instructional and general supplies as directed.
- Performs various secretarial and miscellaneous job-related duties as assigned by Program Chairs.
- Assigns and supervises work-study students as assigned.
- Performs all other duties as assigned.

**Minimum Position Requirements:**

- An Associate's degree is preferred.
- Two (2) years of experience in the specified duties and responsibilities is preferred.
- Must demonstrate the ability to work independently and as part of a team.
- Communicate effectively with students, employees, and visitors.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills with subordinates, peers, supervisors, and students.
- Ability to foster a cooperative work environment.
- Strong computer skills, including Google Workspace Applications and Microsoft Office Suite Programs (Word, Excel, and PowerPoint).
- Strong organizational and clerical skills, including typing, filing, organizing, etc., and a strong knowledge of computerized information systems.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in the areas of responsibility.

**Physical Demands and Work Environments:**

- Work is normally performed in a typical interior/office environment.
- This position requires working a flexible schedule, which could include evenings and weekends on infrequent occasions.
- 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.