

PANOLA COLLEGE JOB DESCRIPTION

JOB TITLE:	Career and Transfer Coordinator	FLSA status:	Exempt
DEPARTMENT:	Student Services	REPORTS TO:	Title III Project Director
CONTRACT TERM:	Full-time, grant-funded position ending September 30, 2031		

Position summary: Panola College seeks a collaborative and student-centered professional to develop and manage the Career and Transfer Center. The Career and Transfer Coordinator will provide accessible career exploration, transfer, and work-based learning services in face-to-face and virtual formats; support students through transfer milestones; build relationships with employers and receiving institutions; and work with faculty and program chairs to develop Registered Apprenticeships and other credit-bearing or paid work-based learning opportunities.

Position responsibilities:

- Work with the Title III Project Director to develop, launch, and manage the Career and Transfer Center, including its services, operating procedures, resource collection, outreach, scheduling, and assessment.
- Ensure that Career and Transfer Center information, tools, and services are accessible to students through both face-to-face and virtual formats.
- Deliver career and transfer information through individual appointments, workshops, classroom presentations, events, activities, digital resources, and other outreach methods.
- Plan and coordinate an annual transfer fair and annual career fair, including institutional and employer recruitment, logistics, promotion, student preparation, and follow-up.
- Provide one-to-one support to transfer-intent students as they select receiving institutions and degree programs, review course alignment with baccalaureate requirements, and develop transfer plans.
- Help transfer-intent students complete transfer milestones, including applications, FAFSA requirements, scholarship applications, housing arrangements, review of financial aid offers, advising referrals, and enrollment steps.
- Coordinate with academic advisors, faculty, receiving institutions, financial aid staff, and other offices to provide accurate transfer information and clear referral pathways.
- Develop and maintain relationships with four-year institutions, employers, workforce partners, and community organizations that expand student access to transfer and career opportunities.
- Work with Career and Technical Education program chairs and employers to design, register, implement, and sustain Registered Apprenticeships.
- Recruit, prepare, match, and place students in Registered Apprenticeships and other work-based learning experiences, and provide follow-up support to students and employers.
- Perform all other duties as assigned.

Minimum Position Requirements

- Bachelor's degree in business, human services, or a related field required.
- Minimum two years of experience developing relationships with universities and/or industry partners.
- Experience with career services, transfer services, employer engagement, apprenticeships, internships, or other work-based learning programs preferred.

Knowledge, Skills, and Abilities Required

- Knowledge of career exploration, transfer planning, student development, Registered Apprenticeship development, and work-based learning practices.
- Ability to advise and support students through multi-step career, transfer, and placement processes while making appropriate referrals to academic and student-service professionals.
- Ability to develop productive relationships with students, faculty, workforce partners, and four-year institutions.
- Excellent written, verbal, interpersonal, and digital communication skills.

Physical Demands and Work Environments:

- Work is normally performed in a typical interior/office environment.
- The position may require travel and occasional evening or varied hours for events.
- No or very limited physical effort is required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.

Additional Information

This is a grant-funded position ending September 30, 2031. Continued employment is contingent upon the availability of grant funding.