

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Recruiter/Student Activities Coordinator	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 is responsible for all student activities, assists with the recruitment of future students for the institution. 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:

- Participate and assist with new student orientation, and preview days.
- 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 in coordination with the Office of Institutional Advancement.
- 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.
- Assist Admissions Office with the admissions process.
- Work with Vice President in developing measurable recruiting objectives including recruiting objectives.
- Develop, monitor, and maintain relevant documentation for the budget and IE.
- Manage all aspects of the Panola Pantry program and inventory, including the annual drive.
- Collect recruitment information and keep a data base and mail recruitment letters and follow ups to potential students.
- Collect applications from admissions office and send recruitment texts/emails/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.
- Maintain confidentiality of student information and records.
- Assist in retention efforts of current students including residential students.
- Develop, schedule, and coordinate college wide student activities, including multi-cultural activities, educational events, Veterans Day Banquet, Fall Frolic, Spring Fling, Student Mixers, game day activities, homecoming activities, and educational activities, etc. Once a week student activities for campus.
- Assist in supervising and maintaining activity and facilities/furniture in the Student Center.
- Maintain and up-date master calendar of student activities and disseminate printed information to appropriate personnel.
- Post weekly activities and events on student email.
- Provide student activities and half-time entertainment at athletic events to promote attendance at games and school spirit.
- 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 and work with the Residence Life Coordinator.
- Sponsor and organize the Green Jackets.
- Participate in and/or chair committees as needed.
- Support the philosophy and mission of the College.
- Attend appropriate professional development opportunities such as TACCM and TACRAO.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree required.

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:

- 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 50 pounds.
- No or very limited exposure to physical risk.
- Extensive travel required including evening, overnight and weekend.