

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Workforce and Continuing Education Specialist	FLSA status:	Non-Exempt
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DEPARTMENT:	Workforce and Continuing Education	REPORTS TO:	Director of Workforce and Continuing Education
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Position summary: Under the direct supervision of the Director, this position is responsible in assisting with the daily operations of the department and assisting the Director with all planning, organizing, and development of Panola College's workforce and continuing education activities.

Position responsibilities:

- Assist with developing and monitoring day and evening classes.
- Maintain Workforce Innovation Opportunity Act (WIOA).
- Student tracking and completion
- Assist in supporting grant funded programs
- Provide reports and data to the Director as requested.
- Assist with coordinating training with business, industry, and government entities.
- Travel to other geographic locations served by the college as required.
- Support the philosophy and mission of the College.
- Assist in routine office functions.
- Coordinate and arrange kid camps ensuring all necessary instructors, helpers, equipment and supplies are available.
- Maintain kid camps schedules and camper registration.
- Gather feedback from staff and campers to improve future camps and services.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree with at least 3 years experience directly related to the duties and responsibilities specified strongly preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills
- Skill in using Microsoft Office software: Outlook, Word, Excel, PowerPoint, and Publisher
- Ability to foster a cooperative work environment
- Ability to determine informational needs and collect and analyze information
- Skill in organizing resources and establishing priorities
- Must be a self-starter. High energy, team player very important
- Ability to work with diverse populations in marketplace
- Work a flexible schedule (including evenings and weekends) in order to meet the needs of various groups and programs

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- Some travel required.
- 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.