POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Instructor of Cosmetology

EMPLOYMENT TERM: Full-time, 11 month position

BEGINNING DATE: August 2013

RESPONSIBILITIES:
Teach and operate the Carthage cosmetology department. Successfully perform committee assignments and prepare instructional materials. Work with a flexible schedule, including evening classes and off-campus sites as needed. Participate in budgeting and assessment activities and develop syllabi. Willingness to sponsor and/or support student activities outside of class.

QUALIFICATIONS:
Certification in Cosmetology, License with the Texas Cosmetology Commission, and Cosmetology Instructor Certification required, Associate's degree preferred. Teaching experience in cosmetology. Must follow College procedures for assessment. Must have strong communication skills, ability to work effectively with students, faculty, staff, and the public.

COMPENSATION:
The salary offered will be commensurate with educational background and work experience.

BENEFITS:
Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 90-day waiting period.

CLOSING DATE:
Screening of applications to begin May 15, 2013. Position open until filled.

**Must pass a pre-employment criminal background check.**

APPLICATION PROCEDURE:
Applicants should secure and submit an application with resume, official transcripts/certifications and three letters of recommendation to:

Mike Edens, Office of Human Resources
Panola College
1109 W. Panola St
Carthage, Texas 75633
903.693.2021 Email: medens@panola.edu

Additional information on application procedures and this position’s job description may be found on the Human Resources page of the College’s web site at www.panola.edu.

Dr. Gregory S. Powell, President
Dr. Joe Shannon, Vice President of Instruction

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