POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Recruiter/Advisor

LOCATION: Panola College - Carthage, Texas

EMPLOYMENT TERM: 12 Month – Full Time position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: The Recruiter/Advisor reports to the Vice President of Student Services. The responsibilities will include positive public relations for Panola College and the Student Success Center; travel to high schools and off campus sites to distribute and communicate information; collect recruitment information cards and keep a data base and mail recruitment letters and follow ups to potential students; collect applications from the admissions office and send recruitment letters to all potential students that complete applications; setup and manage recruitment/promotion booths at many area job fairs, college fairs, and recruitment events; participate in the TACRAO East Texas recruitment circuit; travel to promote and recruit for Panola College mostly in a 150 mile radius of Panola College; arrange/host/conduct campus tours; assist with the promotion and recruitment for occupancy of on campus residence halls; arrange/host/conduct the annual Superintendents, Principals, and Counselors luncheon; arrange/host/conduct meetings with College administration and service area ISD administrations; develop relationships with service area ISD's and be a liaison for Panola College to better serve those ISD's; create recruitment brochures and banners; purchase recruitment giveaways for booths and recruiting trips; arrange and conduct recruitment presentations at high schools and college fairs; be knowledgeable of all programs at Panola College; academic advising of students during registration times; responsible for student ID's and parking stickers distribution; and other duties as assigned.

QUALIFICATIONS: Bachelor’s degree required. Organizational office and computer skills, a pleasing personality and telephone skills are required. Experience in public relations preferred. Willingness to travel and valid driver’s license required.

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


CLOSING DATE: Screening of applications begins May 13, 2013. Position is open until filled.

APPLICATION PROCEDURE: Applicants should secure an application and submit with resume and transcripts to:

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

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