

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Workforce & Continuing Education Healthcare Coordinator

**DEPARTMENT:** Workforce and Continuing Education

**LOCATION:** Panola College, Carthage, Texas

**EMPLOYMENT TERM:** Full-time, 12-month position

**BEGINNING DATE:** Negotiable

**RESPONSIBILITIES:** Reporting to the Director of Workforce and Continuing Education, this position is responsible for developing training partnerships in First Aid and CPR with the community, business/industry, hospitals, fire departments, civic organizations, colleges and schools. A complete job description may be found on the College's website at [www.panola.edu](http://www.panola.edu).

**QUALIFICATIONS:** An Associate's degree with at least 3 years' experience in educational setting, familiarity with the healthcare industry, and building community partnerships required, Bachelor's degree preferred.

**COMPENSATION:** The hourly wage offered is dependent on education level and experience.

**BENEFITS:** Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period.

**CLOSING DATE:** Screening of applications begins May 1, 2024. Position is open until filled.

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

**APPLICATION PROCEDURE:** To be fully considered, applicants should secure and submit an **application** with a **detailed resume** and **official transcripts** to:

Jeremy Dorman, Director of Human Resources  
Panola College  
1109 W. Panola St  
Carthage, Texas 75633  
903.693.2021                      email: [jdorman@panola.edu](mailto:jdorman@panola.edu)

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