POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Educational Technology Assistant

LOCATION: Panola College, Carthage, Texas

EMPLOYMENT TERM: Full-time position

BEGINNING DATE: September 1, 2016

RESPONSIBILITIES: Under direct supervision, this position is responsible for increasing College and student success through support of effective use of technology. This position reports directly to the Director of eLearning and assists with educational technology-related activities and other duties as assigned. For a complete job description go to www.panola.edu/human-resources.

QUALIFICATIONS: Associate’s degree in related discipline preferred; experience with web authoring tools, content management systems, website development and maintenance preferred; competence in Microsoft Windows suite of applications required.

COMPENSATION: The salary offered will be commensurate with educational background and work experience. The beginning salary range is $24k to $26k.

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 June 27, 2016. Position open until filled.

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

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

Mike Edens, Office of Human Resources
Panola College, 1109 W. Panola
Carthage, Texas 75633
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/human-resources.

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