

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Library Assistant/Clerk

DEPARTMENT: Library

LOCATION: Carthage, Texas

EMPLOYMENT TERM: Part-time position (19 hours per week)

BEGINNING DATE: Negotiable

JOB DESCRIPTION: This position reports to the Director of Library Services and acts as receptionist, answering the telephones, typing correspondence, and maintaining files and reports for the department as directed. This position will perform other duties as assigned.

QUALIFICATIONS: Associate's degree preferred. Must have demonstrated ability to work independently and as part of a team; communicate effectively; possess excellent customer service skills, have compassion for people in general, and be knowledgeable in Microsoft Office and Google Suite. Must have a flexible schedule and the ability to handle change well.

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

BENEFITS: Benefits are not offered to this position.

CLOSING DATE: Screening of applications to begin immediately. Position open until filled.

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

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola St
Carthage, Texas 75633
903.693.2021 Email: jdorman@panola.edu