

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Security Officer

**EMPLOYMENT TERM:** Full Time

**LOCATION:** Panola College – Carthage Campus

**BEGINNING DATE:** Negotiable

**JOB DESCRIPTION:** This position reports to the Police Chief of Panola College. Responsibilities include supervise and control traffic according to college regulations; enforcement of student regulations; assist with night activities as requested; monitor buildings and grounds to ensure security; lock and unlock buildings; monitor fire detection equipment; respond to emergency situations; and other duties as assigned. A complete job description is located at <https://www.panola.edu/about/human-resources/job-descriptions>

**QUALIFICATIONS:** Must be willing to work nights, holidays, weekends, and overtime assignments; must have either a high school diploma or GED; most possess a valid Texas Driver's License and a safe driving record; no felony convictions; must pass a criminal history check and a thorough background investigation of work and personal history.

**COMPENSATION:** The hourly wage 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. 60-day waiting period for health coverage.

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

**APPLICATION PROCEDURE:** \*\*Must pass a pre-employment criminal background check.\*\* Applicants should submit the following documents: Panola College application; resume; certifications; 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)