

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Institutional Research Assistant

DEPARTMENT: Institutional Research & Planning

LOCATION: Carthage, Texas

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

BEGINNING DATE: Negotiable

JOB DESCRIPTION: This position reports to the Director of Institutional Research & Planning and will assist the director with collecting, inputting, analyzing, and reporting data. Specifically, this position will be primarily responsible for collecting and inputting Multiple Measures Assessment data into the SIS as well as tracking student progress. In addition, this position includes 4 hours of math tutoring per week. This position will perform other duties as assigned.

QUALIFICATIONS: Bachelor's degree required. Must have demonstrated ability to work independently and as part of a team; communicate effectively; and be knowledgeable in Microsoft Excel, Word and Access. 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