

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Library Service Coordinator

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

**LOCATION:** Carthage, Texas

**BEGINNING DATE:** Negotiable

**RESPONSIBILITIES:** The Library Service Coordinator provides support in the library. Under administrative direction, plans, organizes, and directs staff of the Library. This support is crucial in providing front-line and time-sensitive customer-oriented service and facilitating access to library resources for research and learning. A complete job description is located at <https://www.panola.edu/humanresources>.

**QUALIFICATIONS:** Demonstrating working towards a Library Science degree. Completing at least 6 hours of library coursework from an accredited university would be a consideration. At least one year of management experience related to the preferred duties and responsibilities. Library experience in an academic setting. OR Graduation with a Bachelor's degree from an accredited college or university in a related field, plus (3) years of proven experience in a management capacity with escalating supervisory duties.

**COMPENSATION:** The salary offered will be commensurate with educational background and work experience.

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

**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:** The screening of applications will begin February 26, 2024. Position open until filled.

**APPLICATION PROCEDURE:** Applicants should submit an **application** with **resume**, **official transcripts** and **three letters of recommendation** 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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