

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Advising

EMPLOYMENT TERM: Full-time, 12-month position

LOCATION: Carthage Campus

BEGINNING DATE: Negotiable

JOB DESCRIPTION: The Director of Advising offers leadership in formulating and delivering comprehensive services in support of student success. The position takes charge of organizing all aspects of all advising, college navigation, transfer coordination with universities and other schools. The Director will be expected to provide training to all advisors with a holistic, proactive, and milestone touchpoints concept to improve the student journey. The Director will assist Admissions with evaluation of transcripts and transfer of classes to improve student completion. The Director will be member of the Pathways Committee to help align Panola College with the Pathways to Success for the State of Texas. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's advising activities. A complete job description may be found on the College web site at www.panola.edu.

QUALIFICATIONS: Master's degree required with a minimum of four years' experience in education and related to the duties and responsibilities specified. Must be student centered/oriented and be supportive of the community college philosophy. Must have a cooperative attitude and possess excellent organizational skills. Must demonstrate a willingness to promote a positive community image.

COMPENSATION: The salary offered 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.

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

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

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

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

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