

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Promise Program Coordinator

LOCATION: Panola College - Carthage, Texas

EMPLOYMENT TERM: 12-Month – Full Time position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: This position reports directly to the Vice President of Student Services and is responsible for managing the Panola College Promise Scholarship Program. The role involves working closely with internal departments, high school partners, and the community to promote the program, coordinate with high schools to ensure smooth transitions for Promise program participants. In addition, this role oversees communication strategies, tracking cohort data, and organizing events to raise awareness and support. A detailed job description may be found on the Human Resources page of the College's web site at www.panola.edu/humanresources.

QUALIFICATIONS: Bachelor's degree required from a regionally accredited college or university. Experience in higher education advising, recruiting or equivalent high school experience in counseling and dual enrollment instruction required.

COMPENSATION: The salary offered is \$45,000.00.

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 January 2, 2025. Position open until filled.

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

APPLICATION PROCEDURE:

Applicants should secure an application and submit with a letter of interest, 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 - jdorman@panola.edu

Additional information on application procedures and this position's job description may be found on the Human Resources page of the College's web site at www.panola.edu.

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.