

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Recruiter/Student Activities Coordinator

LOCATION: Panola College - Carthage, Texas

EMPLOYMENT TERM: 12 Month – Full Time position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: The Recruiter/Student Activities Coordinator reports to the Vice President of Student Services. The responsibilities will include positive public relations for Panola College and the Student Services; travel to high schools and off campus sites to distribute and communicate information; collect recruitment information cards and keep a data base and mail recruitment letters and follow ups to potential students; collect applications from the admissions office and send recruitment letters to all potential students that complete applications; setup and manage recruitment/promotion booths at many area job fairs, college fairs, and recruitment events; participate in the TACRAO East Texas recruitment circuit; travel to promote and recruit for Panola College mostly in a 150 mile radius of Panola College; arrange/host/conduct campus tours; assist with the promotion and recruitment for occupancy of on campus residence halls; arrange/host/conduct recruitment events on and off campus; develop relationships with service area ISD's and be a liaison for Panola College to better serve those ISD's; create recruitment brochures and banners; purchase recruitment giveaways for booths and recruiting trips; be knowledgeable of all programs at Panola College; manage and act as club advisor for the Green Jackets club; Supervise activities related to Student Government Association and other student organizations; responsible for being innovative by organizing and working student activities on campus and at Center and Marshall (examples include events around holidays, Super Bowl, March Madness, Alcohol Awareness, Halloween, Thanksgiving, Fall Frolic, Spring Fling, Recruitment events, Sand Volleyball games, Ping Pong, Cornhole, Chess Day, Financial Seminars, Resume Building Seminars, etc.). A complete job description can be found at panola.edu.

QUALIFICATIONS: Bachelor's degree required. Organizational office and computer skills, a pleasing personality and telephone skills are required. Experience in marketing and public relations preferred. Willingness to travel including overnight and valid driver's license required.

COMPENSATION: The salary offered will be \$43,888.00

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 begins immediately. Position is open until filled.

APPLICATION PROCEDURE: Applicants should secure an application and submit with resume and transcripts to:

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

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