

## POSITION VACANCY ANNOUNCEMENT

<b>POSITION TITLE:</b>	Residence Life Coordinator
<b>LOCATION:</b>	Lawrence R. Sharp Hall Panola College, Carthage, Texas
<b>EMPLOYMENT TERM:</b>	12-Month Contract
<b>BEGINNING DATE:</b>	Negotiable
<b>JOB DESCRIPTION:</b>	Supervise and coordinate all aspects of residential living, and fitness center; maintain and develop budget for residence life and fitness center program; work with Vice President in setting residential occupancy measurable objectives and retention objectives; coordinate recruitment and marketing for residence life; coordinate and recruit summer camp residential living and camp offerings for the College; supervise residence life staff; work with maintenance department on all maintenance issues in the residence halls and getting the rooms prepared and cleaned for each new occupant; coordinate discipline conferences and sanctions as dictated by board policy; maintain databases related to residence life; Coordinate current information about Panola College Residence Life program on web page; Coordinate and give residence life and campus tours; assist with recruitment and retention for the College; supervise and help maintain laundry facility for residence life; create activities and tournaments in Fitness Center; responsible for securing and scheduling of fitness center personnel; responsible for all aspects of the fitness center; support the philosophy and mission of the College; perform other duties as assigned. A complete job description can be found at <a href="http://panola.edu">panola.edu</a>
<b>QUALIFICATIONS:</b>	Bachelor's degree required. Possess good interpersonal, communication, and problem-solving skills. Prefer experience working with college students. Must have a commitment to the philosophy of the community college environment.
<b>COMPENSATION:</b>	Salary - \$43,888.00 with large apartment in Sharp Hall, meal plan, and free utilities.
<b>BENEFITS:</b>	Group Health and Life Insurance, Educational Retirement, Social Security, Optional – Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period.
<b>CLOSING DATE:</b>	Screening of applications will begin immediately. Position remains open until filled.  **Must pass a pre-employment criminal background check.**
<b>APPLICATION PROCEDURE:</b>	Applicants should secure an application and submit with resume and transcripts to:  Jeremy Dorman, Director of Human Resources Panola College, 1109 W. Panola Carthage, Texas 75633 903.693.2021 <a href="mailto:jdorman@panola.edu">jdorman@panola.edu</a>

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