

## POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Clinical & Simulation Assistant

**EMPLOYMENT TERM:** Full-time position

**LOCATION:** Carthage, Texas

**BEGINNING DATE:** Negotiable

**JOB DESCRIPTION:**

This position assists the Health Science program(s)/Chair(s) with clinical and simulation operations. For Clinical Assistant responsibilities: Collaborates with faculty to assist in student clinical placements; Maintains clinical contracts between the educational institution and fieldwork education placements; Ensures all written clinical contracts between the College and fieldwork education placements are established before assigning students; Maintains a current information file on each established, contracted fieldwork education site; Maintains a collaborative relationship with fieldwork sites and representatives; Maintains required student documentation for clinical placements for Health Science Programs as directed; In collaboration with the faculty and students, ensure the required student information is submitted to the fieldwork sites, complying with clinical contracts and department policies. For Simulation Assistant responsibilities: Monitors and maintains inventory, ordering, receiving, and distributing supplies for the simulation laboratory; Under the direction of the Simulation Lab Coordinator, performs the setup before instruction and the cleaning up after a simulation laboratory learning experience; Performs the cleaning and preparation of laundry for the simulation laboratory; Assists with the maintenance of simulation environments and equipment; Assist faculty in obtaining needed simulation supplies and equipment for instruction; All other duties as assigned. Complete job description can be found at [panola.edu](http://panola.edu).

**QUALIFICATIONS:**

Associate's degree is preferred with at least 2 years related experience preferred. Must have demonstrated ability to work independently and as part of a team. Communicate effectively with students, employees and visitors.

**COMPENSATION:**

The hourly wage 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 for health coverage.

**CLOSING DATE:**

Screening of applications will begin June 25, 2025. Position open until filled.

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

**APPLICATION  
PROCEDURE:**

Applicants should secure and submit an **application** with **resume** and **official transcripts** 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)

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](http://www.panola.edu).

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