

# POSITION VACANCY ANNOUNCEMENT

<b>POSITION TITLE:</b>	Secretary to the Dean of Career and Technical Programs
<b>LOCATION:</b>	Carthage, Texas
<b>EMPLOYMENT TERM:</b>	Full Time position
<b>BEGINNING DATE:</b>	Negotiable
<b>RESPONSIBILITIES:</b>	The Secretary reports to the Dean of Career and Technical (CTE) Programs and the responsibilities will include positive public relations for the departments; maintain the Dean's calendars; handle incoming/outgoing correspondence for the office; travel paperwork for all CTE; organize & manage budgets within CTE; arrange and participate with technical advisory board meetings; many other duties within the office and those requested by the Dean. A complete job description can be found at <a href="http://panola.edu">panola.edu</a> .
<b>QUALIFICATIONS:</b>	Associate's Degree or equivalent college preferred; at least three to five years secretarial experience required. Organizational office skills, a pleasing personality and telephone skills are required. Accurate typing skills and a working knowledge of Microsoft Office software and other software packages are also required.
<b>COMPENSATION:</b>	The hourly wage offered will be commensurate with educational background and work experience.
<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 for health.
<b>CLOSING DATE:</b>	Screening of applications begins July 7, 2025. Position open until filled.
<b>APPLICATION PROCEDURE:</b>	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 <a href="mailto:jdorman@panola.edu">jdorman@panola.edu</a>

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