

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.

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

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.