

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Grant and Asset Manager

EMPLOYMENT TERM: Full-time, 12-month position

BEGINNING DATE: Negotiable

LOCATION: Carthage, Texas

RESPONSIBILITIES: The Grant and Asset Manager position is responsible for the grant management and fixed asset inventory and tracking function for the College. Proactively research and identify grant opportunities aligned with institutional priorities, including state, federal and private funding sources; monitor grant budgets to ensure expenditures align with approved scopes, timelines and compliance requirements; ensure accurate tracking, reconciliation and close-out of grant funds; maintain a current-year spreadsheet of fixed asset additions through general ledger analysis and inventory tagging; conduct annual verification of fixed assets and update inventory records accordingly. A complete job description can be found online at <https://www.panola.edu/humanresources>.

QUALIFICATIONS:

1. Bachelor's degree in related field required, Accounting or Business degree preferred.
2. Three years of experience in financial or grant-related roles preferred

COMPENSATION: The salary 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.

CLOSING DATE: Screening of applications to begin August 25, 2025. Position open until filled.

APPLICATION PROCEDURE: To be fully considered, applicants should secure and submit an **application** with a **detailed 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

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