

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Financial Aid

LOCATION: Carthage Campus

EMPLOYMENT TERM: Full time 12-month position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: This position reports to the Vice President of Fiscal Services and is primarily responsible for the total program of student financial aid procurement. Responsibilities include: supervise department staff; plan, develop, and administer financial aid organizations and policies; receive and review applications from students desiring to participate in the federal, state, and College financial aid programs; prepare required applications and reports for state and federal programs; travel and schedule in order to meet the needs of various use groups and programs of the College; perform all other duties as assigned; a complete job description can be found at: panola.edu/humanresources.

QUALIFICATIONS: Bachelor's degree in related field required; three years experience related to the duties and responsibilities specified preferred. Applicant should be familiar with federal and state regulations in the administration of Title IV programs and state programs. Must have demonstrated success in counseling, advising, and/or teaching a diverse student/client population. Experience in community college preferred. Must possess computer skills and ability to analyze and report data. Effective oral and written communication skills required.

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 begins September 22, 2025. Position is open until filled.

APPLICATION PROCEDURE: Applicants should secure an application and submit with resume and official transcripts to:

Jeremy Dorman, Director of Human Resources
Panola College
1109 West Panola Street, Carthage, Texas 75633
903.693.2021 or jdorman@panola.edu

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