

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Director of Workforce and Continuing Education

**LOCATION:** Panola College, Carthage, Texas

**EMPLOYMENT TERM:** Full-time, 12-month position

**BEGINNING DATE:** Negotiable

**RESPONSIBILITIES:** Under indirect supervision, this position is responsible for an educational unit that provides an array of workforce and continuing education opportunities including customized training, adult education, and assisting with the research, writing, and implementation of grants. This position provides leadership to increase the college's visibility and expand its contribution to the workforce and continuing education activities of its service area. This position reports directly to the Vice President of Instruction, keeping him/her abreast of all planning, organizing, staff and development of Panola College's workforce, continuing education and grant programs in the service area. A complete job description may be found on the College's website at [panola.edu/humanresources](http://panola.edu/humanresources).

**QUALIFICATIONS:** Master's degree in an appropriate discipline required. At least 3 years experience directly related to the duties and responsibilities specified 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 application begins February 2, 2026. Position is open until filled.

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

**APPLICATION PROCEDURE:** 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](mailto:jdorman@panola.edu)

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