

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Health Science Specialist
LOCATION: Panola College - Carthage, Texas
EMPLOYMENT TERM: Full-time position
BEGINNING DATE: Negotiable

RESPONSIBILITIES: This position is under direct supervision of the assigned Health Science Program(s)/Chair(s) with secretarial duties in their day-to-day operations. Provide office/clerical assistance for the assigned departments on behalf of the assigned program(s) to ensure that departmental tasks are organized and completed promptly and proficiently; receives, sorts and posts all incoming mail; performs typing/data entry duties as required; prepares meeting minutes; maintains physical and electronic records and files relating to the department; performs miscellaneous job-related duties as assigned by Program Chairs. A complete job description can be found at panola.edu/humanresources.

QUALIFICATIONS: Associate's Degree or equivalent college preferred; education in office technology a plus; at least two years secretarial experience preferred. 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.

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.

CLOSING DATE: Screening of applications begins April 13, 2026. Position is open until filled.

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

APPLICATION PROCEDURE: Applicants should submit the online application with resume and transcripts to:

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola
Carthage, Texas 75633
Email jdorman@panola.edu

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