

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Certified Nurse Aide/Patient Care Technician Program Coordinator

EMPLOYMENT TERM: Full-time, 12-month position

LOCATION: Panola College – Carthage, TX

BEGINNING DATE: June 1, 2026

RESPONSIBILITIES: Responsible for the total program coordination of the Certified Nurse Aide Program and Patient Care Technician Program. Maintain an annual budget for the program. Secure written agreements between the College and outside providers of clinical resources. Successfully perform committee assignments and prepare instructional materials. Work with a flexible schedule, including instruction of evening classes and off-campus sites as needed. Participate in budgeting and assessment activities and develop syllabi. Willingness to sponsor and/or support student activities outside of class.

QUALIFICATIONS: State of Texas licensure as a registered nurse with a minimum of two years nursing experience and at least one year of providing long term care services required. Bachelor's degree with at least 5 years' experience directly related to the duties and responsibilities specified preferred. Teaching experience at the college level preferred. Must have strong communication skills, ability to work effectively with students, faculty and staff.

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 for health coverage.

CLOSING DATE: Screening of applications to begin May 4, 2026. Position open until filled.

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

APPLICATION PROCEDURE: Applicants should 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.

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