

## POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Instructor/Chair, Medical Assistant Program

**LOCATION:** Panola College, Carthage campus

**EMPLOYMENT TERM:** Full-time, 10-month position

**BEGINNING DATE:** August 2026

**RESPONSIBILITIES:** This position will Chair the Medical Assistant Program and will be responsible for leading the program. Classroom and clinical instruction, scheduling, and supervising students will be the primary responsibility for this position. Competence in teaching and curriculum development also required. Other responsibilities include, but are not limited to: advising students, participating in and leading committees, participating in professional development activities for faculty, participating in developing standards for admission, progression, probation, and dismissal of students, program evaluation, budgeting, recruitment and retention activities, and building a positive public image for the total medical assisting program and Panola College. A complete job description can be found at [panola.edu](http://panola.edu).

**QUALIFICATIONS:** Bachelor's degree required. Registered Nurse and/or approved certification in Medical Assisting or related field required. Teaching experience at the college level preferred. Must have strong communication skills, ability to work effectively with students, faculty and staff. Must have reliable transportation. Must have a commitment to the philosophy of the medical assisting program and Panola College.

**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 11, 2026. Position is open until filled.

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

**APPLICATION  
PROCEDURE:**

Applicants should complete 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](mailto: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](http://www.panola.edu).

**Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.**