

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Department Secretary – Workforce & Continuing Education

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

**EMPLOYMENT TERM:** Full Time position

**BEGINNING DATE:** June 1, 2026

**RESPONSIBILITIES:** This position reports to the Director of Workforce and Continuing Education. The responsibilities will include positive public relations for the Department; maintain Director's calendar; handle incoming/outgoing correspondence for the office; assist in preparing schedule of non-credit course offerings; assist in scheduling continuing education classes; maintain database files and computer entry for the Department; prepare press releases for the Department in relation to class offerings; assist with Kids College; filing and other duties as requested by the Director. A complete job description can be found at [panola.edu](http://panola.edu)

**QUALIFICATIONS:** Associate's Degree and three years experience in related field 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:** Hourly wage will be dependent on education and 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 to begin immediately. Position open until filled.

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

Jeremy Dorman, Director of Human Resources  
Panola College, 1109 W. Panola  
Carthage, Texas 75633  
Email [jdorman@panola.edu](mailto:jdorman@panola.edu)