

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Advisor
EMPLOYMENT TERM: Full-time, 12-month position
LOCATION: Carthage Campus
BEGINNING DATE: Negotiable

JOB DESCRIPTION: Responsible for advising students concerning admissions, enrollment, degree completion and transfer options. Setup and schedule University transfer workshops and transfer days for Panola College students. Schedule includes travel to off-campus sites, some evenings, and occasional weekends. A complete job description may be found on the College web site at www.panola.edu.

QUALIFICATIONS: Bachelor's degree required with a minimum of two years experience directly related to the duties and responsibilities specified strongly preferred. Must be student centered/oriented and be supportive of the community college philosophy. Must have a cooperative attitude and possess excellent organizational skills. Must demonstrate a willingness to promote a positive community image.

COMPENSATION: The salary offered will be \$43,888.00.

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 will begin immediately. Position open until filled.

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

APPLICATION PROCEDURE: Applicants should secure and submit an application with resume, official transcripts and three letters of recommendation to:

Jeremy Dorman, Office of Human Resources
Panola College, 1109 W. Panola St, Carthage, Texas 75633
903.693.2021 Email: jdorman@panola.edu

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