

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Advisor/Accommodations Services

EMPLOYMENT TERM: Full-time, 12-month position

LOCATION: Carthage Campus

BEGINNING DATE: Negotiable

JOB DESCRIPTION: This position is responsible for advising students for academic success and the registration process as well as assisting with Testing and Accommodations Services with all assessment testing and handling Accommodations Services. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's student services. A complete job description may be found on the College web site at www.panola.edu/human-resources.

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

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

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