

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Pathway Design Coordinator

EMPLOYMENT TERM: Full-time, Grant-Funded Position

BEGINNING DATE: Negotiable

ENDING DATE: August 31, 2027

LOCATION: Carthage Campus

RESPONSIBILITIES: Panola College seeks a dynamic and organized professional to serve as the Pathway Design Coordinator for this grant-funded project. This position is responsible for coordinating strategic planning, managing stakeholder engagement, facilitating policy development, and ensuring the timely completion of all grant milestones and deliverables. A complete job description can be found at panola.edu/humanresources.

QUALIFICATIONS: A Bachelor's degree is required, Master's degree preferred; minimum of three years' experience in academic or workforce program coordination, strong organization and communication skills with the ability to lead cross-functional teams and facilitate diverse stakeholder engagement; familiarity with Texas community college systems, continuing education programs and adult learner needs; demonstrated experience managing grants, timelines or policy development preferred.

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.

CLOSING DATE: Screening of applications begins immediately. Position open until filled.

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

APPLICATION PROCEDURE: To be fully considered, applicants should secure and submit an **application** with a **detailed resume**, and **official transcripts** to:

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