

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Digital Learning Coordinator

LOCATION: Panola College, Carthage, Texas

EMPLOYMENT TERM: Full-time, 12-month position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: Under direct supervision, this person is responsible for increasing College and student success through support of effective use of technology. This position reports directly to the Director of Digital Learning and assists with digital learning related activities and other duties as assigned. Some responsibilities include: assist with all area of the learning management system, Canvas; manage online syllabi software; proctor exams, as needed; assist with development and maintenance of the website. A complete job description may be found at www.panola.edu.

QUALIFICATIONS: Bachelor's degree preferred, Associate degree required. Experience with web authoring tools, content management systems, website development and maintenance, Drupal experience preferred; experience with Canvas preferred; competence in Microsoft Windows suite of applications.

COMPENSATION: The hourly wage 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 will begin October 1, 2026. Position open until filled.

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

APPLICATION PROCEDURE: Applicants should complete the online **application** with a **detailed 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

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