

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Student Information Systems Specialist

EMPLOYMENT TERM: Part-time, Grant-Funded Position

BEGINNING DATE: Negotiable

ENDING DATE: September 30, 2031

LOCATION: Carthage Campus

RESPONSIBILITIES: Panola College seeks a skilled and collaborative Student Information System Specialist to support interactive dashboards and customizable reports, collaborate with faculty and staff on meaningful outcomes assessment, and help employees use institutional data to improve student support, learning, success, efficiency, and effectiveness. A complete job description can be found at panola.edu/humanresources.

QUALIFICATIONS: Bachelor's degree in statistics, mathematics, business, information technology, or a related field required; experience with coding, software development, workflow automation, reporting tools, or dashboard development preferred; higher education data, student information system, and institutional research experience preferred

COMPENSATION: The hourly wage offered will be between \$20.00 - \$24.00 per hour.

BENEFITS: Benefits are not offered to this position.

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

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.