

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Title III Project Director

EMPLOYMENT TERM: Full-time, Grant-Funded Position

BEGINNING DATE: Negotiable

ENDING DATE: September 30, 2031

LOCATION: Carthage Campus

RESPONSIBILITIES: Panola College seeks an experienced higher education leader to serve as the Title III Project Director. The Project Director assists the Career and Transfer Coordinator with their day-to-day needs as well as provides overall leadership, fiscal stewardship, compliance oversight, staff supervision, evaluation, and reporting for the college's student-success and technology-focused Title III project. A complete job description can be found at panola.edu/humanresources.

QUALIFICATIONS: Master's degree in human services, counseling, or a related field required; Minimum five years of experience in supervision, budget monitoring, project management, and accountability for project outcomes in a higher education environment; Direct experience managing a large state or federal grant preferred; Demonstrated experience leading cross-functional teams, supervising and evaluating staff, managing complex timelines and budgets, and producing required reports; Strong interpersonal and communication skills and demonstrated ability to work effectively as part of a team.

COMPENSATION: The salary offered \$52,000.00

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 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