

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Career and Transfer Coordinator

**EMPLOYMENT TERM:** Full-time, Grant-Funded Position

**BEGINNING DATE:** Negotiable

**ENDING DATE:** September 30, 2031

**LOCATION:** Carthage Campus

**RESPONSIBILITIES:** Panola College seeks a collaborative and student-centered professional to develop and manage the Career and Transfer Center. The Career and Transfer Coordinator will provide accessible career exploration, transfer, and work-based learning services in face-to-face and virtual formats; support students through transfer milestones; build relationships with employers and receiving institutions; and work with faculty and program chairs to develop Registered Apprenticeships and other credit-bearing or paid work-based learning opportunities. A complete job description can be found at [panola.edu/humanresources](http://panola.edu/humanresources).

**QUALIFICATIONS:** Bachelor's degree in business, human services, or a related field required; Minimum two years of experience developing relationships with universities and/or industry partners; Experience with career services, transfer services, employer engagement, apprenticeships, internships, or other work-based learning programs preferred.

**COMPENSATION:** The salary offered \$50,000.00

**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](mailto:jdorman@panola.edu)