

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Resource Coordinator

EMPLOYMENT TERM: Full-time, Grant-Funded Position

BEGINNING DATE: Negotiable

ENDING DATE: September 30, 2031

LOCATION: Carthage Campus

RESPONSIBILITIES: Panola College seeks a resourceful, compassionate, and organized professional to serve as the Resource Coordinator for the Student Success Hub. The Resource Coordinator will manage the Panola Pantry, coordinate institutional student resources, and direct students to community resources. A complete job description can be found at panola.edu/humanresources.

QUALIFICATIONS: Bachelor's degree in counseling, human services, or a related field required; Minimum two years of experience providing direct services to students or clients that incorporates referrals to state, federal, and community resources; Experience coordinating basic-needs, emergency assistance, food pantry, social service, or student support resources preferred; Experience working with students or clients facing financial, family, transportation, food, housing, health, or other barriers 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

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