POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Testing Lab Specialist

EMPLOYMENT TERM: Full-time

BEGINNING DATE: Negotiable

LOCATION: Carthage Campus

RESPONSIBILITIES: Under indirect supervision, the Testing Lab Specialist assists in providing testing services in the Digital Learning department in support of distance education for faculty and students. This position reports directly to the Testing Coordinator under the Director of Digital Learning, assisting with other duties as assigned. A complete job description can be found at panola.edu/humanresources.

QUALIFICATIONS: An Associate degree is preferred with at least 2 years' experience directly related to the duties and responsibilities specified; strong interpersonal and communications skills; strong technology skills, including knowledge of Microsoft Office Suite, Google Tools, and video conference software; ability to adapt quickly to software and technology changes.

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 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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