POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Office Assistant/Clerk

DEPARTMENT: Workforce and Continuing Education

LOCATION: Panola College, Carthage, Texas

EMPLOYMENT TERM: Part-time position (19 hours per week)

BEGINNING DATE: Negotiable

JOB DESCRIPTION: This position reports to the Director of Workforce and Continuing Education and acts as receptionist, answering the telephones, typing correspondence, and maintaining files and reports for the department as directed. This position will perform other duties as assigned.

QUALIFICATIONS: Associate’s degree preferred. Must have demonstrated ability to work independently and as part of a team; communicate effectively; possess excellent customer service skills, have compassion for people in general, and be knowledgeable in EXCEL, WORD, and ACCESS. Must have a flexible schedule and the ability to handle change well.

COMPENSATION: The salary offered will be commensurate with educational background and work experience.

BENEFITS: Benefits are not offered to this position.

CLOSING DATE: Screening of applications to begin immediately. Position open until filled.

APPLICATION PROCEDURE: Applicants should secure and submit an application with resume and transcripts to:

Mike Edens, Director of Administrative Services/Human Resources
Panola College, 1109 W. Panola St
Carthage, Texas 75633
903.693.2021 Email: medens@panola.edu

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