POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Admissions/Records Specialist

EMPLOYMENT TERM: Full-time position

BEGINNING DATE: Negotiable

JOB DESCRIPTION: This position reports to the Registrar/Director of Admissions and assists in student admissions; student registration; transcript evaluation; accurate documentation and maintenance of student records; records imaging; customer service and other duties as assigned.

QUALIFICATIONS: Associate’s degree and/or professional certificate preferred; at least 3 years related experience required. Must be detailed oriented and have the ability to work independently and as part of a team. Must have excellent customer service skills, be student centered/oriented and be supportive of the community college philosophy. Computer skills and a working knowledge of Microsoft Office software or other software packages are also required. Applicants may be required to take a skills test in WORD, EXCEL, PUBLISHER, and calculator applications.

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


CLOSING DATE: March 11, 2016

**Must pass a pre-employment criminal background check.**

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

Additional information on application procedures and this position’s job description may be found on the Human Resources page of the College’s web site at www.panola.edu.

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability, or genetic information.