

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Library Support Specialist
EMPLOYMENT TERM: Full-time, 12-month position
LOCATION: Carthage, Texas
BEGINNING DATE: Negotiable

RESPONSIBILITIES: The Library Support Specialist provides administrative and clerical support instruction services to students and faculty and maintains a function area. Provides reference services to students, faculty, and staff; assists patrons by handling basic inquiries, requests, independent judgment, and basic knowledge in interpreting policies and procedures. A complete job description is located at www.panola.edu/human-resources.

QUALIFICATIONS: Associate's degree required; at least one (1) years' experience directly related to the duties and responsibilities preferred; strong interpersonal and communication skills; ability to foster a cooperative work environment; knowledge of a computerized information system.

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

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

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period for health coverage.

CLOSING DATE: The screening of applications will begin June 3, 2024. Position open until filled.

APPLICATION PROCEDURE: Applicants should submit an **application, resume and official transcripts to:**

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola St, Carthage, Texas 75633
903.693.2021 email: jdorman@panola.edu

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