

POSITION VACANCY ANNOUNCEMENT

- POSITION TITLE:** Residence Life Coordinator
- LOCATION:** Lawrence R. Sharp Hall
Panola College, Carthage, Texas
- EMPLOYMENT TERM:** 12-Month Contract
- BEGINNING DATE:** Negotiable
- JOB DESCRIPTION:** Supervise and coordinate all aspects of residential living, and fitness center; maintain and develop budget for residence life and fitness center program; work with Vice President in setting residential occupancy measurable objectives and retention objectives; coordinate recruitment and marketing for residence life; coordinate and recruit summer camp residential living and camp offerings for the College; supervise residence life staff; work with maintenance department on all maintenance issues in the residence halls and getting the rooms prepared and cleaned for each new occupant; coordinate discipline conferences and sanctions as dictated by board policy; maintain databases related to residence life; Coordinate current information about Panola College Residence Life program on web page; Coordinate and give residence life and campus tours; assist with recruitment and retention for the College; supervise and help maintain laundry facility for residence life; create activities and tournaments in Fitness Center; responsible for securing and scheduling of fitness center personnel; responsible for all aspects of the fitness center; support the philosophy and mission of the College; perform other duties as assigned. A complete job description can be found at panola.edu
- QUALIFICATIONS:** Bachelor's degree required. Possess good interpersonal, communication, and problem-solving skills. Prefer experience working with college students. Must have a commitment to the philosophy of the community college environment.
- COMPENSATION:** Salary - \$43,888.00 with large apartment in Sharp Hall, meal plan, and free utilities.
- 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 will begin immediately. Position remains open until filled.
- **Must pass a pre-employment criminal background check.**
- APPLICATION PROCEDURE:** Applicants should secure an application and submit with resume and transcripts to:
- Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola
Carthage, Texas 75633
903.693.2021 jdorman@panola.edu

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