POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Teaching Assistant, Occupational Therapy Assistant Program

LOCATION: Carthage campus

EMPLOYMENT TERM: Part time position (19 hours per week during regularly scheduled college work weeks)

BEGINNING DATE: Negotiable

RESPONSIBILITIES: The responsibilities of the OTA Teaching Assistant include teaching assigned course content and lab tasks, participating in OTA student advising, OTA curriculum design, instructional material preparation, professional development activities for faculty, budgeting, recruitment, retention activities, and building a positive public image for the College. Occasional need to sponsor and/or support student activities outside of class.

QUALIFICATIONS: Currently Texas licensed OTA with at least an Associate of Applied Science degree; minimally 2 years of clinical practice experience preferred. Must have strong communication skills, ability to work effectively with students, faculty and staff. Interest and ability to learn cutting edge educational technology is a benefit. **Applicants willing to obtain additional continuing education with a focus of mental health and wellbeing preferred.**

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.

Must pass a pre-employment criminal background check.

APPLICATION PROCEDURE: Applicants should secure and submit an application with resume, official transcripts and three letters of recommendation 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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