

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Institutional Research Assistant

DEPARTMENT: Institutional Research & Planning

LOCATION: Carthage, Texas

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

BEGINNING DATE: Negotiable

JOB DESCRIPTION: The Assistant reports to the Director of Institutional Research & Planning and will include positive public relations for the department; maintain the Director's calendars; handle incoming/outgoing correspondence for the office; fill out travel paperwork for the office; organize & manage the budget for the office; arrange and participate in meetings; and assist the director with collecting and inputting data for reports. In addition, the assistant will input data entry for the Multiple Measures Assessment grant into our student information system; and perform other duties as assigned.

QUALIFICATIONS: Associate's degree preferred. Organizational office skills and a pleasing personality are required. Ability to work independently and as part of a team; communicate effectively; have accurate typing skills and a working knowledge of email, Microsoft Office software and other software packages required. Must have the ability to handle change well.

COMPENSATION: The hourly wage 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:

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