

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Associate Director of Dual Enrollment

LOCATION: Panola College - Carthage, Texas

EMPLOYMENT TERM: 12-Month – Full Time position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: The Associate Director is responsible for assisting the Director of Dual Enrollment in duties associated with dual enrollment for Panola College. This position reports directly to the Director of Dual Enrollment, helping to complete the enrollment process by navigating dual credit students through all aspects of application, enrollment, registration and completion with enthusiasm, exceptional communication, engagement, outreach, and attention to detail. A detailed job description may be found on the Human Resources page of the College's web site at www.panola.edu/humanresources.

QUALIFICATIONS: Master's degree required from a regionally accredited college or university; Three years' experience in higher education or equivalent high school experience in counseling.

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

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 October 7, 2024. Position open until filled.

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

**APPLICATION
PROCEDURE:**

Applicants should secure an application and submit with a letter of interest, 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 - jdorman@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.