

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Advisor  
**EMPLOYMENT TERM:** Full-time, 12-month position  
**LOCATION:** Carthage Campus  
**BEGINNING DATE:** Negotiable

**JOB DESCRIPTION:** Responsible for advising students concerning admissions, enrollment, degree completion and transfer options. Setup and schedule University transfer workshops and transfer days for Panola College students. Schedule includes travel to off-campus sites, some evenings, and occasional weekends. A complete job description may be found on the College web site at [www.panola.edu](http://www.panola.edu).

**QUALIFICATIONS:** Bachelor's degree required with a minimum of two years experience directly related to the duties and responsibilities specified strongly preferred. Must be student centered/oriented and be supportive of the community college philosophy. Must have a cooperative attitude and possess excellent organizational skills. Must demonstrate a willingness to promote a positive community image.

**COMPENSATION:** The salary offered will be \$43,888.00.

**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 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, Office of Human Resources  
Panola College, 1109 W. Panola St, Carthage, Texas 75633  
903.693.2021                      Email: [jdorman@panola.edu](mailto:jdorman@panola.edu)

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