

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: College Store Manager
LOCATION: Carthage, Texas
EMPLOYMENT TERM: Full-time, 12-month position
BEGINNING DATE: January 2, 2025

JOB DESCRIPTION: The College Store Manager serves as the primary academic bookseller and provider of supplies in support of the academic programs and events for Panola College. This position provides general merchandise, books, gifts, official college logo gear, food and snack products, computer software, and other supply items for students and employees. Shipping, receiving and mail center is also located in the College Store. This position reports directly to the Controller, keeping him/her abreast of all planning, organizing, staff and development of Panola College Store. A full job description may be reviewed at <https://www.panola.edu/humanresources>.

QUALIFICATIONS: Bachelor's degree in retail, marketing, or business required. Experience in a retail environment and office management required. Physical effort required lifting/moving up to 50 pounds. Budget preparation and accounting required. Some travel required.

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

CLOSING DATE: Screening of applications to begin December 2, 2024. 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