

## POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Admissions/Records Specialist

**EMPLOYMENT TERM:** Full-time position

**LOCATION:** Carthage, Texas

**BEGINNING DATE:** Negotiable

**JOB DESCRIPTION:** This position reports to the Registrar/Director of Admissions and assists in student admissions; student registration; transcript evaluation; accurate documentation and maintenance of student records; records imaging; customer service and other duties as assigned.

**QUALIFICATIONS:** Associate's degree with at least 3 years related experience preferred. Must be detailed oriented and have the ability to work independently and as part of a team. Must have excellent customer service skills, be student centered/oriented and be supportive of the community college philosophy. Computer skills and a working knowledge of Microsoft Office software or other software packages are also required. Experience with POISE preferred.

**COMPENSATION:** The hourly wage 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 for health coverage.

**CLOSING DATE:** Screening of applications will begin February 18, 2025. Position open until filled.

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

**APPLICATION PROCEDURE:** Applicants should secure and submit an **application** with **resume** and **official transcripts** to:

Jeremy Dorman, Director of Human Resources  
Panola College  
1109 W. Panola St  
Carthage, Texas 75633  
903.693.2021                      Email: [jdorman@panola.edu](mailto: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](http://www.panola.edu).

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