

# POSITION VACANCY ANNOUNCEMENT

**POSITION TITLE:** Director of Admissions  
**LOCATION:** Panola College, Carthage, Texas  
**EMPLOYMENT TERM:** Full-time, 12-month position  
**BEGINNING DATE:** April 1, 2025

**RESPONSIBILITIES:** Under indirect supervision, this position is responsible for all facets of admissions of students. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's student services. Supervise all aspects of the Admissions Office and personnel, including hiring, training and performance management; maintain ApplyTexas; designated Residency Determination Official; oversee all aspects of Jenzabar One (J1) admissions module; ensure front end data entry accuracy for admissions, test scores, high school and college transcripts, etc.; evaluates incoming transcripts for college transfer students; maintains all international student admissions through SEVIS; develop and implement recruitment strategies. A complete job description may be found on the College's website at [www.panola.edu](http://www.panola.edu).

**QUALIFICATIONS:** Bachelor's degree required, Master's preferred. At least 3 years' experience in an Admissions Office setting required. Strong understanding of community college admissions processes, including application systems and enrollment management processes. Excellent communication, presentation, and interpersonal skills, with the ability to work effectively with students, staff, faculty and external partners. Experience with a student information system (Jenzabar) and Docubase systems preferred.

**COMPENSATION:** The salary offered will be \$55,000.00.

**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 application begins February 24, 2025. Position is open until filled.

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

**APPLICATION PROCEDURE:** Applicants should submit an **application, 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)

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