

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Part Time Financial Aid Specialist

LOCATION: Panola College – Carthage campus

EMPLOYMENT TERM: Part Time, 12-month position

BEGINNING DATE: Negotiable

JOB DESCRIPTION:

This position reports to the Director of Financial Aid and is primarily responsible for the communication platforms within the Financial Aid Office; assist students with financial aid application process; communicate with students about FAFSA completion by making phone calls, attending events, sending mail correspondence, etc.; schedules and coordinates all FAFSA workshops for service area schools; assists with financial aid seminars/workshops for area high schools; assist with the preparation of financial aid document tracking letters and award letters; scans student files into the Docubase imaging system.

QUALIFICATIONS:

Associate's degree preferred and at least three to five years office related experience. Organizational office skills, a pleasing personality, and excellent telephone skills are required. Accurate keyboarding skills and a strong working knowledge of Microsoft Office software or other software packages are also required.

COMPENSATION:

The hourly wage offered will be commensurate with educational background and work experience.

BENEFITS:

Benefits are not offered to this position

CLOSING DATE:

Screening of applications to begin immediately. Position open until filled.

**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