POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Admissions/Registrar

LOCATION: Panola College, Carthage, Texas

EMPLOYMENT TERM: Full-time, 12-month position

BEGINNING DATE: Negotiable

RESPONSIBILITIES: Supervise all phases of admissions and records. Establish registration procedures for all credit courses and assist with registration procedures for continuing education students. Coordinate and produce printed and web version of class schedules and information pages. Maintain admissions and records web pages. Assist in preparing school calendar, catalog and other publications as needed. Maintain up-to-date inventory of technical and academic courses offered by the college. Oversee the evaluation of transcripts received from other colleges. Certify student status for appropriate internal and external requests (State Reporting Official, National Student Clearinghouse, etc.). Coordinate student graduation related activities. Provide statistical data as required by state and federal agencies. Provide appropriate statistical data and reports as requested by various College administrative units. Coordinate with Business Office, Financial Aid and other offices to ensure the accuracy of enrollment records. Assist with recruiting. Responsible for student residency determination and FERPA regulations. A complete job description may be found on the College's website at www.panola.edu.

QUALIFICATIONS: Bachelor's degree required. At least 3 years experience in an Admissions/Registrar Office setting required. Demonstrated excellent written and oral communication skills, including a high level of computer skills. Experience with POISE and DOCUBASE systems preferred.

COMPENSATION: The salary offered will be $65,000.00.

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 September 7, 2021. 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

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