The college is accepting applications for the following full-time position (grant funded):

**Grant Administrator – MoStem Wins**

Full-time, grant funded position responsible for assessing skill levels of employees in manufacturing. The assessment will include identifying existing skill sets and levels and developing curriculum and instruction to improve skills. Areas of assessment are mechanical skills, Programmable Logic Controls (PLC) skills, electrical skills, Computer Numerical Control (CNC) skills, and process control skills. Position will also be responsible for assistance with grant tracking and budget requirements.

Bachelor’s degree in engineering, industrial technology, instrumentation, electronics, or related field required; Master’s preferred. Minimum of two years related work experience is required. Knowledge of Word, Excel and Access is preferred. Classroom teaching experience is preferred. Transporting of materials and significant travel is required with this position.

Salary is competitive. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; vacation, sick, and personal leave; and the Missouri Public School & Education Employee Retirement System. Complete applicant file will include a Three Rivers College employment application (available at trcc.edu/employment), resume with names/phone numbers of three references, copies of all transcripts, and cover letter explaining interest in the position and in working at Three Rivers College. Incomplete files will not be acknowledged or reviewed. Review of completed applications will begin immediately and continue until appointment is made. We do background checks. E-Verify participant.

To apply, submit all requested material to:

Human Resources
Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901
Phone: 573-840-9695
Fax: 573-840-9186
Email: humanresources@trcc.edu

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