



# THREE RIVERS COLLEGE

## ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following full-time position, available July 1:

### **Administrative Assistant, Physical Plant**

This position will assist the physical plant department by providing clerical and organizational support services necessary for the daily operation of the office. Responsibilities also include but are not limited to, maintaining files and special projects as assigned, scheduling meetings, tracking the work order system, monitoring fleet vehicles, and assisting with department budget. The Administrative Assistant must effectively work as a team member and provide excellent customer service. Successful candidate must be proficient with computers and Microsoft Office suite as well as organized, dependable, discreet, and able to follow and provide oral and written directions.

High school diploma or GED required; associate degree preferred. Two years' experience in an office setting as an administrative assistant or equivalent required.

Salary range is \$11.30 - \$12.30 per hour. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; sick and vacation 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](http://trcc.edu/employment)), resume with names/phone numbers of three references, and copies of transcripts. 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](mailto:humanresources@trcc.edu)

Three Rivers College is an Equal Opportunity Institution  
[trcc.edu](http://trcc.edu)