



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following full-time position:

Admissions Recruiter

The Admissions Recruiter will work as part of the Enrollment Services team with recruitment efforts, advisement, retention efforts and student life. Position is responsible to represent the college at appropriate community events as well as college and career fairs. Successful candidate will provide presentations to prospective students regarding programs and options available and participate in recruitment events. Associate degree required; Bachelor's degree preferred. Valid driver's license is required. Transporting recruitment material and travel is required.

Salary range is \$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), 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

Three Rivers College is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The college further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

Three Rivers College is an Equal Opportunity Institution
trcc.edu