



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Assessment Coordinator

This position will manage the development and implementation of a comprehensive program of assessment for the purpose of continuous improvement in accordance with higher education accreditation requirements in support of institutional effectiveness. The Assessment Coordinator must work with college committees, faculty, staff, and administration to develop and maintain effective processes for assessment. Will serve as the key personnel to develop and maintain the Strategic Planning Online repository for outcomes and assessment reports. This position also coordinates academic assessment of student learning outcomes at the general education and program levels. In addition, the Assessment Coordinator will provide ongoing support for assessment activities such as survey development and focus group interviews and assist with the collection and analysis of results for the ongoing reporting of the use of results as necessary. The position will maintain data collection, evaluation, and dissemination of results for all academic, support, and administrative units.

Minimum job requirements include: Master's degree from an accredited college or university. Must have experience with and appreciation of the issues facing higher education, especially those related to assessment and accreditation compliance. The candidate is required to have knowledge of strategic planning for higher education, technology that supports college data collection and management, and the ability to work with complex computer systems. It is critical for the candidate to have the proven ability to work with a team of faculty, administrators, and staff. It is necessary to have the ability to work on complex projects under minimal supervision.

Salary will be competitive according to education and experience. 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 an Equal Opportunity Institution
trcc.edu