



# THREE RIVERS COLLEGE

## ANNOUNCEMENT OF VACANCY

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

### **Communications Specialist/Content**

The Communications Specialist – Content is responsible for helping develop and execute the College’s marketing plan; creating compelling and effective content to promote the College across multiple mediums, including website, social media, news media, and digital advertising; and using evaluation and analytics to assess and improve these efforts. Associate degree or higher is preferred. Experience or education in marketing/communications related field required. Experience in media relations, analytics, and/or photography/videography preferred. This position will cover a variety of events on and off campus during and after regular office hours. Valid driver’s license is required.

Successful applicant must demonstrate proficiency with writing/creating content for various media/web platforms, using web and graphics software, using analytics. Preference given to those with knowledge of/strong skills in marketing research/evaluation, photography, videography, proofing, web content management systems; analytics; search engine optimization, media relations strategies; and design software. Must be creative at problem solving; detail-oriented; comfortable with a fast-paced, deadline-oriented environment; and able to manage multiple projects.

Salary range is \$16.30 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 portfolio sample of work, a Three Rivers College employment application (available at [trcc.edu/employment](http://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. In addition, 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)