



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Communications Specialist/Visual

The Communications Specialist – Visual is responsible for overseeing the College's efforts in graphic design, branding, identity standards, and photography/videography; creating compelling and effective content to promote the College across multiple mediums, including social media, publications, website, digital mediums, and College displays; and using evaluation and analytics to assess and improve these efforts. Associate degree or higher is preferred. Experience or education in graphic design and photography/videography required. 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 in Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Acrobat Pro, Lightroom, and Premier Pro); Microsoft Office (Word, Excel, PowerPoint); transferring ideas into graphic elements; taking and editing digital photography/videography; and proofing. Preference given to those with knowledge of/strong skills in social media management and content creation; and/or web content creation. 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), 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

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