



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Director of Housing

The Director of Housing functions as the resident manager of Rivers Ridge Apartments and is responsible and accountable for all aspects of on-campus student housing daily. Successful candidate will create a residential environment that fosters academic achievement, student development, and community. The director is required to live on campus in the College apartments, with the apartment and appropriate utilities (gas, electricity, cable, internet, and business cell phone) provided by the College. Additional responsibilities also include the direct supervision, development, and evaluation of the Assistant Director and Resident Advisors.

Because the Director of Housing as resident manager has 24-hour/day responsibility when any apartment is occupied, some holidays may have to be taken at other times, and all absences must be approved in advance by the Dean of Student Services with plans for coverage in place.

Bachelor's degree is required. Master's degree in Student Personnel, Higher Education Administration, Counseling or related field preferred. Resident hall experience preferred. This position will require climbing up and down stairs to execute routine job functions.

Salary range is \$38,700 - \$42,700. 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