



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following full-time position, available July 1:

Executive Administrative Assistant/Dean of Student Services

This position will assist with providing a variety of tasks needed to manage the student services office and overall division as well as assisting the Dean as requested. The Executive Assistant must effectively work as a team member and provide excellent customer service. Successful candidate must be proficient with computers and Microsoft Office suite as well as organized, dependable, discreet, and able to follow and provide oral and written directions. Bachelor's degree with two to five years clerical or related experience required.

Salary range is \$16.30 - \$18.30 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 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