



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Executive Assistant/Chief Academic Officer-Dean of Instruction

The Executive Assistant is a highly visible position that supports the Chief Academic Officer/Dean of Instruction by implementing the dean's directives and managing the day-to-day activities of the office. The Executive Assistant performs a variety of complicated tasks, handles sensitive and confidential information, and works independently with minimal supervision. Responsibilities will also include managing tasks as identified by the dean related to the college operations, accreditation, state and federal regulations, and other high-level projects. In addition, managing the process for academic approvals with internal and external constituencies while working cooperatively with division chairs and other staff as appropriate.

Baccalaureate degree from an accredited college or university required; master's degree preferred. Candidates must have a minimum of four years' experience at an administrative level in a college or university in areas such as planning, organizing, staffing, reporting, and budgeting or in assisting an executive with program development and implementation or equivalency as determined by the appointing authority.

The preferred candidate shall possess or be able to quickly obtain a full understanding of Three Rivers College organizational structures, policies, regulations, and procedures; emerging issues in higher education, especially as they impact community colleges. Exceptionally strong writing and verbal skills; effective interpersonal skills, especially working in a collaborative team environment and demonstrated expertise in working with faculty, staff and students representing diverse backgrounds and cultures.

Salary range is \$48,700 - \$52,700. 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 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 committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The college further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, gender, sexual orientation, religion, age, disability, or national origin.

Three Rivers College is an Equal Opportunity Institution
trcc.edu