



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Outreach Specialist, Educational Talent Search

This position will be a full-time, 10-month, staff position with assigned school districts involved in the federally funded TRiO program. The TRiO/Educational Talent Search program targets low income, first generation college students. This position will assess participant's academic needs at entry into the ETS program as well as data management and documentation for provided services. Responsibilities also include providing information and training for success in post-secondary education. Transporting of materials and significant travel is required with this position. The Outreach Specialist must have a bachelor's degree in social services, education, or related field from an accredited institution as well as a minimum of two years' work experience in related field. Valid driver's license is required.

Salary range is \$14.30 - \$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 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

Three Rivers College is an Equal Opportunity Institution
trcc.edu