



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Part-time Education Coordinator/ETS

This position will coordinate the tutoring program services for Educational Talent Search (ETS) participants. Duties include organizing a tutor orientation and training program for tutors and assisting tutors with planning strategies that will enable participants to meet objectives. Additional duties will include recruiting, interviewing and supervising tutors while maintaining the proper documentation for the program. The Education Coordinator will also assist the ETS program with recruitment for participants.

Bachelor's degree and valid driver's license is required. Experience in education preferred. Salary range is \$15.00 - \$20.00 per hour. Travel to meet with tutors is required. Complete applicant file will include a Three Rivers College employment application (available at trcc.edu/employment), resume with names/phone numbers of three references, and copies of all transcripts. 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/Affirmative Action Institution
trcc.edu