



THREE RIVERS COLLEGE

## ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following position:

### **Part-time Lead Instructional Assistant/Workforce Development**

The instructional assistant will provide excellent customer service while performing a wide variety of duties necessary for the daily operation of the workforce development labs. These duties include, but are not limited to, providing support to workforce instructional assistants as needed, assisting students with industrial lab activities, maintaining, and setting up lab equipment, and ensuring a safe lab setting. Associate degree or one-year certificate in Industrial Technology or related area required. Minimum of five years of industrial education experience. Valid driver's license and travel to external locations also required. Not to exceed 19.5 hours per week. Salary range: \$22.50 per hour.

Complete applicant file will include a Three Rivers College employment application (available at [trcc.edu/employment](http://trcc.edu/employment)), resume with names/phone numbers of three references, and copies of all transcripts/certificates. Review of completed applications will begin immediately and continue until appointment is made. Incomplete files will not be acknowledged or reviewed. 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](mailto:humanresources@trcc.edu)

Three Rivers College is an Equal Opportunity Institution  
[trcc.edu](http://trcc.edu)