



THREE RIVERS COLLEGE

## ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following position:

### **Part-time Facilitator, University Center**

Facilitator will be responsible for providing support to students while assisting the University Center with daily operations. High school diploma or GED required; associate degree preferred. Requirements also include but not limited to data entry; ability to manage multiple tasks; communicate with all constituents of the college; assist students with the admission, registration, and financial aid processes; perform general office functions; and maintain confidentiality with sensitive information. Not to exceed 19.5 hours per week. Hours will be morning. Salary range: \$10.30 per hour.

Complete applicant file will include a Three Rivers College employment application (available at [trcc.edu/employment](http://trcc.edu/employment)) and resume with names/phone numbers of three references. 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)