



THREE RIVERS COLLEGE

ANNOUNCEMENT OF VACANCY

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

Senior Administrative Assistant, Nursing and Allied Health

The Senior Administrative Assistant performs complex clerical and administrative support services necessary for the daily operation of the office and department. This position exercises a high degree of discretion and initiative in receiving visitors, answering phones, scheduling meetings, and special projects as assigned. In addition, this position reviews and maintains all files for compliance and reporting purposes. The assistant must effectively work as a team member and provide excellent customer service. Successful candidate must be proficient with computers and Microsoft Office suite as well as organized, dependable, discreet, and able to follow and provide oral and written directions.

High school diploma or GED required; associate degree preferred. Minimum of three years' experience in an administrative support role or the equivalent required.

Salary range is \$12.30 - \$14.30 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, 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