



# THREE RIVERS COLLEGE

## ANNOUNCEMENT OF VACANCY

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

### **Student Services Advisor I**

This position will serve as a general advising contact for students. Responsibilities will include assisting students with appropriate course and program of study selection and explaining program of study plans, admission, and registration procedures. The Student Services Advisor I shall work as part of the enrollment service team with recruitment efforts, advisement, retention efforts and orientation. This position will work early evening hours. Associate degree required; Bachelor's degree preferred.

Salary range is \$12.30 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](http://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](mailto:humanresources@trcc.edu)

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