



# THREE RIVERS COLLEGE

## ANNOUNCEMENT OF VACANCY

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

### **Technology & Computer Services Distance Learning Specialist**

This position is responsible for operations of the Technology & Computer Services and Distance Learning departments during the evening hours.

Technology & Computer Services (T&CS) responsibilities include:

Installation of Master Classroom technologies, implementation of Student Labs, off-campus location technology management control and support, technical support of the college-wide Local Area Network and Wide Area Network, including all hardware and software, installation and maintenance of PC based computer hardware and software, faculty/staff assistance and training, and support for distance learning and various instructional technologies.

Distance Learning Services (DLS) responsibilities include:

Operations of the DLS department during evening office hours, perform department duties during the absence of the Director of DLS' absence, provide ITV services to 21 TRC classrooms and approximately 20 local area high schools using Polycom and Zoom video conferencing equipment, provide training on various DLS technologies when needed, ensure timely data entry of students and classes into Blackboard and other DLS systems, and provide DLS technical support to both faculty and students.

High school diploma or equivalent required. Bachelor's degree preferred. Applicants will be considered without the degree in cases where the applicants have experience in the field. 2 years' experience and/or training in Computer/Software/Network support required. Experience with videoconferencing and course management software preferred, but on-the-job training will be provided. Emphasis is on the individual's ability to perform job. Must be able to work evenings. Must be able to adjust schedule as necessary to meet college needs. Valid driver's license and ability to work on ladders also required.

Salary range is \$17.86 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