

# Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

## ANNOUNCEMENT OF VACANCY

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

### **Director, University Center**

The Director, University Center will serve as a resource and be responsible for the operations of the University Center and the support and maintenance of the partnership relations between and among all parties involved. Functions will include but not limited to serving as the liaison between the four year institutions and Three Rivers for all matters; scheduling spaces for classes, meetings, etc. for all partners including Hannibal-LaGrange University, Southeast Missouri State University, and Central Methodist University; and coordinating program transfer and financial aid agreements with the four year partners. This position will also assist with advising students; planning, organizing, and coordinating the semester registration/enrollment of students; and serving as the onsite administrator for the Poplar Bluff campus for evening operations. A Bachelor's degree is required; experience with college academic, recruitment or admissions programs preferred. Evening and/or weekend hours will be required. The Director, University Center reports to the Chief Academic Officer.

Salary range is \$40,000. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; vacation, and sick leave; and the Missouri Public School & Education Employee Retirement System. Complete applicant file will include the Three Rivers College application form (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. 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)

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