

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

ANNOUNCEMENT OF VACANCY

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

Program Academic Counselor

This position will be a full-time, 12-month, professional staff position. The Program Academic Counselor must have a Bachelor's degree in counseling, education or related field from an accredited institution; community college experience in education preferred. Experience with low income, first generation, or students with disabilities desired.

This position provides assistance in coordinating personal, academic, motivational and career counseling for ACHIEVE participants. In addition, this position will assist with writing grant proposals, training and supervising program coaches, and coordinating college tours. The Program Academic Counselor will be instrumental in serving as an advisor/counselor to participants, including interpreting assessments, developing an intervention plan, and file documentation.

Salary range is \$30,000 - \$35,000. 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 a Three Rivers College employment application (available at 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

Three Rivers College is an Equal Opportunity Institution
trcc.edu