

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

ANNOUNCEMENT OF VACANCY

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

Student Services Specialist – 2 positions – Poplar Bluff and Kennett/Sikeston

This position will serve as the primary advising contact for new students and at risk 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 Specialist shall work as part of the enrollment service team with recruitment efforts, advisement, retention efforts and orientation. Two positions are available. The first will be located on the Poplar Bluff campus. The second position will be split between the Kennett and Sikeston external locations and will work with the Kennett, Sikeston, and New Madrid high schools.

Associate's degree required; Bachelor's degree preferred. Valid driver's license is required. Travel is required.

Salary range is \$13.00 - \$15.00 per hour. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; sick, vacation, and personal 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

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