

# Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

## ANNOUNCEMENT OF VACANCY

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

### **System Administrator**

This position reports to the Chief Technology Officer. Responsible for the viability, functionality, operation, maintenance, development, implementation and security of the College's administrative/student information system (Ellucian Colleague) and all related systems. In addition, this position will be responsible for the implementation of changes, modifications, and upgrades to the system, including software upgrades and custom programming. Requires proficiency in coding, understanding technical concepts, database interactions, and query languages. The System Administrator will serve as the Linux, Unidata, Informer, and Synoptix system administrator, ensuring the integrity of the software and data.

Required qualifications: Bachelor's degree in computer science, information systems or related technology field is required. Minimum of five years' experience in database administration with support of software applications in a multi-user database environment. Minimum of four years' experience programming in one or more high level computer languages. Minimum of two years' experience working with Linux and Windows system administration. Ellucian Colleague experience is desired.

Excellent interpersonal and communication skills, written and verbal including strong customer service orientation and ability to interact with a diverse group of individuals and operate effectively within a dynamic environment working collaboratively with others. Must be able to manage multiple projects and competing deadlines.

Salary range is \$60,000 - \$65,000. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; vacation, sick, and personal 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, unofficial 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)

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