

Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following position:

Part-time Disability Services Specialist

Provide individual or group scribing, reading, and/or exam proctoring services for students with documented disabilities. Responsibilities also include assisting students in the academic environment as a note taker, test reader, tutor, and mobility around campus. In addition, this position will assist with daily functions and clerical tasks. Confidentiality of student records and files is required. High school diploma or GED/HISET required. Must have a minimum of one semester of college and maintain effective computer skills.

Complete applicant file will include a Three Rivers College employment application (available at trcc.edu/employment), resume with names/phone numbers of three references. 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

Three Rivers College is an Equal Opportunity Institution

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