

# Three Rivers College

THE COMMUNITY COLLEGE OF SOUTHEAST MISSOURI

## ANNOUNCEMENT OF VACANCY

The college is accepting applications for the following position:

### **Part-time EMS Secretary**

Responsibilities will include providing administrative support to the paramedic faculty. Duties may include preparing correspondence, and receiving all incoming calls, mail services, and visitors. In addition, this position will be responsible for the budget, monthly calendar, ordering supplies, and the file system. High school diploma or GED required, associate degree preferred. Minimum of two years of experience required. Hours will not exceed 19.5 per week. Salary range is \$9.00 per hour.

Complete applicant file will include a Three Rivers College employment application (available at [trcc.edu/employment](http://trcc.edu/employment)) and 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](mailto:humanresources@trcc.edu)

Three Rivers College is an Equal Opportunity Institution

[trcc.edu](http://trcc.edu)