

# TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

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## RECRUITMENT ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

**PAY** - \$40,000-\$45,000 (doe)  
**JOB TYPE** - Full-time (non-exempt)  
**DEADLINE** - 5:00 pm 8-12-24

**LOCATION** - Ontario, Oregon  
**DEPARTMENT** - Student Services &  
Administrative Services  
**REPORTS TO** - VP Student Services &  
VP Administrative Services

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This position will directly support the Vice President of Student Services and Vice President of Administrative Services by providing high-level administrative support by conducting research, preparing reports, handling information requests, and performing clerical functions, such as preparing correspondence; answers phone calls and directs calls to appropriate parties or takes messages, receives and directs visitors, arranges conference calls, and schedules meetings. This role also contributes to other departmental and/or College needs, as assigned, while prioritizing quality and service throughout all work activities.

### **QUALIFICATIONS**

**MANDATORY:** Minimum five years of administrative experience that includes at least one year of experience handling high-level administrative support that includes conducting research and preparing written reports and/or correspondence. Requires thorough technical knowledge in the specialized areas of secretarial support, including word processing, taking meeting minutes, data entry, ten key, and spreadsheet skills. Able to work independently to meet deadlines; have organizational skills with an attention to detail; and produce work with accuracy. Have currently or gain in-depth knowledge of work-related College policies and practices.

**PREFERRED:** Associates degree. Previous work experience in a college. Bilingual in English and Spanish.

### **ESSENTIAL FUNCTIONS**

Provides comprehensive administrative support to both the Student Services and Administrative Services of the College.

- Provides administrative support on multiple electronic systems and enters, uploads, or downloads authorized data.
- Conducts research, compiles numeric or other data, and prepares reports of findings that will be reviewed by the Vice President(s) or other managers/outside constituents.
- Handles confidential and time-sensitive material appropriately.
- Takes minutes at meetings, as required, and composes and distributes minutes for review and approval.
- Reads and analyzes incoming communications and reports to determine their significance and plans their distribution.
- Prepares responses to correspondence consisting of routine inquiries.
- Coordinates and performs office activities, as requested, in such areas as recordkeeping, departmental finances, and/or budget entries, budget transfers, and employee communication.
- Works with the Vice President(s) to monitor the division task and project calendars for timely completion.
- Collects monthly reports from Student Services and Business office areas and compiles them into a draft Board Report for review and edit by the Vice President(s).
- Performs routine activities such as opening and distributing mail, making copies, transmitting documents electronically, and collating and assembling packets.
- Edits, proofreads, and reviews items prior to distribution and/or signature.
- Uses technology to set up and maintain records, perform data entry, and run periodic or special management reports.
- Orders office supplies and monitors inventories to replenish as needed.
- Develops and maintains departmental procedures and maintains knowledge and documentation of standard procedures for position.
- Provide support for the Governance Council (Student Services Council & Administrative Council).
- Assist in organizing and supporting various committees including DEI, CARE, Enrollment, Special Circumstances, Facility Use Committee, Safety Committee, Module Manager meetings, and the Planning and Budget Committee.
- Prepare meeting agendas, take minutes, and distribute relevant documentation.
- Assist with VP credit card reconciliations and initial review of direct report credit cards.
- Ensure accurate and timely processing of credit card transactions.
- Collect and organize information for various reports, including Clery Report, EADA, PACE, etc.
- Provide support for grant management related to Student Services (OMLI, D2A, etc.) by tracking grant activities and ensuring compliance with grant requirements.

Answers phone calls and directs calls to appropriate parties, takes messages, receives and directs visitors, arranges conference calls, and schedules meetings.

- Answers telephone calls, screens or forwards calls, providing information as needed, takes messages, and/or schedules appointments.
- Greets and directs visitors to staff or designated meeting locations.
- Develops knowledge of the College and specific activities underway to assist callers or visitors efficiently and accurately.
- Manages schedules, including assessing priority of meeting requests, responding to requests in a timely and professional manner, and coordinating with attendees and requestors.
- Prepares agendas and makes arrangements, such as reserving rooms and coordinating refreshments for committee, and other meetings.
- Maintains schedule(s) for area of responsibility, including planning meetings, appointments, and travel.

- Provides assistance to ensure that attendees for areas of responsibility are prepared for meetings, appointments, and events.

Prioritizes quality and service throughout all work activities, including:

- Collaborate with administrative assistants, aiding with miscellaneous projects, creative brainstorming, internal projects, and other duties necessary for the success of the organization.
- Responds to urgent requests with flexibility and cooperation.
- Proactively delivers innovative solutions to achieve superior customer service.
- Provides data, decisions, and delivery of services in support of teams, projects, and community success.
- Assist in coordinating student services and activities.
- Provide information and support to students regarding various administrative processes.
- Maintain student records and ensure confidentiality of student information.
- Maintains confidentiality and discretion.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient and accurate typing skills with the ability to effectively use Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Strong organizational skills with the ability to work independently.
- Ability to work with others in a group or team and remain flexible despite interruptions and/or changes to priorities and/or job duties.
- Strong interpersonal and customer service skills, including the ability to maintain composure under pressure, while interacting with others face-to-face, by telephone, and through other communication modalities, using active listening skills and excellent rapport and empathy.
- Reliability in meeting exacting and accurate work results, strict deadlines, and providing prompt and friendly service delivery.

### **TERMS OF EMPLOYMENT**

This is a full-time, Classified, hourly (non-exempt) position.

### **BENEFITS**

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan, vacation earned at a rate of 6.67 hours per month (80 hrs per year) and sick leave earned at a rate of 8 hours per month.

### **APPLICATION PROCEDURE**

**A complete application file consists of the following:**

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at [www.tvcc.cc/hr/jobs.cfm](http://www.tvcc.cc/hr/jobs.cfm)
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

**APPLICATION SUBMISSION:** All application materials should be submitted or mailed to: [HR@tvcc.cc](mailto:HR@tvcc.cc) or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

**NOTE:** If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

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**TREASURE VALLEY COMMUNITY COLLEGE IS AN  
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.