



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

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## RECRUITMENT ANNOUNCEMENT

### CTE Outreach and Career Pathways Specialist (Career & Technical Education)

**PAY** - \$47,277 (annual)

**JOB TYPE** - Full-time (exempt)

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - CTE

**REPORTS TO** - Dean of CTE

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This position represents TVCC for the purposes of providing outreach regarding Career & Technical Education for non-traditional and secondary students. The purpose of this position is to 1) increase alignment and articulation of programs of study with secondary partners in TVCC's service territory; and 2) increase opportunities for secondary students' participation in CTE programming, especially for underserved and remote locations.

#### **QUALIFICATIONS**

**MANDATORY:** Bachelor's degree in Education, Communications, or related CTE field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties. Must have strong interpersonal skills and excellent verbal and written communication skills. Able to interact effectively with students of various ages, abilities and ethnic backgrounds.

**PREFERRED:** Previous community college experience and knowledge of Career and Technical programs in academia. Previous Student Services experience and work within diverse communities. Bilingual in English-Spanish.

#### **ESSENTIAL FUNCTIONS**

Commitment to a professional approach that promotes equitable outcomes for students and campus-wide diversity, equity, and inclusion practices.

Work effectively with colleagues and students of various cultural (including traditional, non-traditional and international students) and socio-economic backgrounds.

Participate in CTE Industry Advisory Committee meetings.

Track budget expenditures, work through the Dean of CTE to request changes in accordance with Career Pathways guidelines.

Develop, implement, and maintain tracking system for Career Pathways outcomes and deliverables, based on the OR state definitions.

Prepare and submit grant reports on Career Pathways activities and outcomes.

Align Career Pathways activities with other programs that serve historically underrepresented student populations. Examples of such programs include STEP, STARS, and others that seek to increase opportunities for first-generation college students, economically disadvantaged, underserved students of color.

Prepare information regarding the student outcomes of Career Pathways participants, to integrate into the institution's strategic planning processes (e.g., annual goals, Enrollment Management Plan, Retention Plan, Academic Plan, etc.).

Collaborate closely with Adult Basic Education, CTE departments, and program steering committee members to develop Career Pathways opportunities for students, including pathways transitions options for Adult Basic Education and English as a Second Language students.

Collaborate with the college's technology department to market Career Pathways through TVCC's website or other platforms.

Collaborate with Public Information Officer to develop marketing materials (e.g., videos, brochures, case studies, etc.) for Career Pathways or targeted populations.

Collaborate with Student Services to advise students on Career Pathways opportunities.

Integrate industry certificates into TVCC's certificates and degrees.

Assist CTE department chairs in developing Career Pathways options in all departments.

Represent the college at Career Pathways regional and state meetings, via webinar, virtual meetings, and/or in-person meetings, as approved.

Demonstrates commitment to promoting equitable outcomes for students and campus-wide diversity, equity, and inclusion practices.

Collaborates with personnel from Eastern Oregon Regional Consortium / Malheur ESD to coordinate efforts that supports career exploration by connecting aptitude, career, and educational programming data.

Presents the above connections to secondary and non-traditional students.

Provides accurate career and educational advising information for CTE students, in middle and high school.

Provides targeted CTE recruiting from designated high schools, fairs and other locations as assigned.

Delivers value-added workshops to secondary partners, such as 21<sup>st</sup> Century (aka Employability) Skills.

Connects CTE prospects to additional services at TVCC, by referring students to appropriate staff regarding career, personal, and transitional issues and other appropriate student services as deemed appropriate (Veterans Affairs, Financial Aid, Adult Basic Education, Disability Services, etc.).

Maintains records, student data, and other documents related to advising cohorts, recruiting, retention and appropriate reports. Provide basic information to the public regarding College vocational/technical training programs, Workforce Training and Education Programs.

Assess progress on all CTE Outreach metrics as outlined and directed by the Director of Institutional Effectiveness.

Actively seeks and participates in partnership efforts with high schools and other organizations to enhance participation by underserved communities.

Works with the Dean of CTE, Career Advisors, Faculty, and secondary partners to coordinate and implement CTE dual credit efforts.

### **TERMS OF EMPLOYMENT**

This is a full-time, Professional, grant funded position.

### **BENEFITS**

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

### **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.

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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.