

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Computer Science / Cybersecurity Coordinator

PAY - \$61,000 (annual)

JOB TYPE - Full-time (10-months)

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - Business & Computer Science

REPORTS TO - Department Chair and/or Vice
President of Academic Affairs

The Computer Science / Cybersecurity Coordinator will oversee the planning, organizing, and teaching within the TVCC Business and Computer Science department. The Coordinator will teach approximately 9-credits per quarter in their particular area of expertise and will assist with the advising of students.

QUALIFICATIONS

MANDATORY: Bachelors degree. Five years of computer science experience. Able to communicate effectively verbally and in writing.

PREFERRED: Bachelors or Masters degree in Computer Science, Cybersecurity or closely related field. Three years of teaching experience. Multilingual (English and Spanish).

ESSENTIAL FUNCTIONS

The Coordinator will work with the Department Chair to oversee the needs of the Computer Science / Cybersecurity program(s). Assist with vetting and hiring of qualified adjunct instructors. The Coordinator will teach approximately 9-credits per quarter in his/her area of expertise, so as they do not exceed the term and annual limitations described in the faculty collective bargaining agreement.

- Establish and maintain a long-term vision for the TVCC Computer Science / Cybersecurity program.
- Ensure Program and Institutional level outcomes are conducted and documented. Responsible for the oversight of Program reviews.
- Help to create and maintain an environment conducive to teaching and learning.

- Participate in departmental meetings.
- Assist in developing and maintaining student advising activities.
 - Coordinate department participation in "Advising Day".
- Work with the Vice President of Academic Affairs in the hiring, supervision, and evaluation of part-time faculty.
- Initiate participation in college-wide meetings, in-services, and committees for program enhancement.
- Promote teaching excellence, professional development, and service to the college and community, keeping updated on nursing standards and college policies.
- Coordinate development and review of curriculum with members of department.
- Work with members of department to develop a teaching schedule that considers faculty and student needs, times of day classes are offered, and day/evening/distance opportunities. Develop schedule for courses for the quarter/year in a timely manner. Prepare and update quarterly/annual class schedule.
- Serve as contact person/coordinator for the department with regard to state, professional, and accrediting groups, the community, and other external contacts.

TERMS OF EMPLOYMENT

This is a full-time (10-month, no work in July & August), Professional, exempt 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
- 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 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.

**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.