

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT Director of Caldwell Center

PAY - \$60,000

JOB TYPE - Full-time

DEADLINE - First review 5/24/24

LOCATION - Caldwell, Idaho

DEPARTMENT - Caldwell Center

REPORTS TO - Vice President of
Academic Affairs

The Director will perform duties associated with the oversight of the Caldwell Center activities and work closely with the Vice President of Academic Affairs to implement educational programs.

QUALIFICATIONS

MANDATORY: Bachelor's degree and management or operational facilities experience. Must be self-motivated and have the initiative to work independently to meet deadlines. Requires excellent organizational and communication skills. Must be able to work a flexible schedule that may include evenings and weekends for meetings and public relations events.

PREFERRED: Master's degree in education or related field with experience in higher education administration. Community college teaching experience. Formal training or experience developing and marketing academic services to the community. Bilingual skills in English and Spanish.

ESSENTIAL FUNCTIONS

Supervise and evaluate limited non-instructional staff working at the Caldwell Center, including front office staff, advisors, student workers and work-study employees.

Carry out other supervisory responsibilities in accordance with college policies and applicable laws. Responsibilities include: interview, hire, and train employees; plan, assign, and direct work; reward and discipline employees or make such recommendations to the appropriate manager; address complaints and resolve problems.

Communicate with main campus administrators and staff about academic and student service support. Oversee appropriate student advising, financial aid, and registration practices.

As requested, and in conjunction with department chairs and Vice President of Academic Affairs, supervise the effective delivery of classes, including participate in faculty hiring, gather and summarize student feedback.

Supervise and support Plumbing Apprenticeship instructors and students.

Monitor student enrollment trends and concerns to maximize efficient operation of the limited instructional space. Assist in the development of class schedules and class descriptions in collaboration with appropriate administrators and staff.

Communicate and collaborate with other college staff in the coordination and scheduling of training projects, use of facilities, equipment, marketing, etc.

Develop and maintain community partnerships in the service area of the Caldwell Center which includes bi-annual Advisory Committee meetings and maintaining relationships with the City of Caldwell employees. Other examples of these partnerships include existing relationships with area school districts and other higher education institutions in the region, area industry groups, local city and regional governmental agencies, and other area stakeholder groups. Report regularly on these relationships to the college The Board, President and Administrative Team.

Assist in representing the college, as appropriate, at community functions and meetings and maintain communications links with community leaders, agencies, organizations and businesses. Speak to various community groups to inform them of site activities, offerings, and opportunities.

Manage the Center's spending and regularly monitor budget information. Work collaboratively with Administration to prepare the annual budget request.

Assist in the regular planning and assessment responsibilities required to meet the college's accreditation requirements as established by the Northwest Commission on Colleges and Universities.

Assist in the continued strategic planning process needed to ensure the Caldwell Center's continued viability into the future. Actively pursue new instructional and training opportunities that advance the college's goal of providing educational access to students in the Western Treasure Valley area.

TERMS OF EMPLOYMENT

This is a full-time, Professional, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, optional 403(b) retirement plan, 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.