



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

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**RECRUITMENT ANNOUNCEMENT**  
**Electrical Apprenticeship Program(s)**  
**Coordinator / Instructor**

**PAY** - \$61,000 (annual)

**JOB TYPE** - Full-time (10-months)

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - Career & Technical Education

**REPORTS TO** - Dean of CTE and Vice  
President of Academic Affairs

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The Electrical Apprenticeship Program Coordinator / Instructor plays a critical role in developing, coordinating, and instructing the electrical apprenticeship program(s) at TVCC. This multifaceted position involves overseeing program operations, fostering industry partnerships, coordinating student recruitment, and providing high-quality instruction to aspiring electricians. The position will oversee the General Journeyman (Inside) Electrician Apprenticeship, Manufacturing Plan Electrician Apprenticeship, and the Limited Renewable Energy Technician Apprenticeship programs.

**QUALIFICATIONS**

**MANDATORY:** Associate degree in industrial technology, trades program, or a closely related field. Three to five years of renewable energy and/or electrical experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the above duties. Able to communicate effectively verbally and in writing.

**PREFERRED:** Current Journeyman Electrician License in Oregon and Idaho with a minimum of 5 years' experience in the electrical field. Multilingual (English and Spanish). Demonstrated experience working with apprenticeship programs and understanding of industry requirements. Teaching experience.

**ESSENTIAL FUNCTIONS**

The Coordinator will work with the CTE Dean or designee to oversee the needs of the Electrical Apprenticeship Program(s) and assist with vetting and hiring qualified adjunct instructors.

- Establish and maintain a long-term vision for the TVCC Electrical Apprenticeship Program(s).
- Develop and implement strategies for outreach, recruitment, and retention of students in the apprenticeship program.
- Design promotional materials and participate in trade fairs to attract students and employers to the program.
- Foster professional relationships with industry partners, apprenticeship coordinators, and government agencies to support program initiatives.
- Collaborate with industry partners to develop curriculum aligned with industry standards and program objectives.
- Deliver high-quality instruction in electrical trades, covering theory, practical applications, and safety practices.
- Ability to teach all years within program courses identified within the specific instructional role.
- Monitor student progress, provide academic and career guidance, and support students throughout their apprenticeship journey.
- Provide administrative services for program-related committees, including correspondence, documentation, and report preparation.
- Maintain apprentice and committee files and records, ensuring compliance with state audit guidelines.
- Conduct market research to identify employment trends and assess program effectiveness, providing oral and written reports to management as needed.
- Interview, assess, counsel, and advise students in setting educational and career goals, assisting with enrollment and portfolio preparation.
- Serve as a liaison between students, employers, and program staff, facilitating communication and addressing student needs.
- Other duties as may be assigned that will directly benefit the program and its students.

### **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 134 hours of annual vacation leave, 13 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.

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.