

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

HEP/CAMP DEPARTMENT ASSISTANT

(High School Equivalency Program &
College Assistance Migrant Program)

PAY - \$17.00 per hour

JOB TYPE – Full-time (non-exempt)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – HEP/CAMP

REPORTS TO – HEP/CAMP Director

This position will perform a variety of clerical, computer and office-related duties in support of the Program Director and other department staff. According to office function, this position will also maintain records, assist students, staff, or the public.

QUALIFICATIONS

MANDATORY: High school diploma or GED and 1 year of clerical experience. Must be bi-lingual in English and Spanish and demonstrate sensitivity to the needs of migrant and seasonal farm workers. Requires the use of general principles and techniques of secretarial practices. Proficient use of the internet and computer Word and spreadsheet programs. Must be or become familiar with policies and programs related to the department served.

PREFERRED: Associate's degree and office experience in an educational setting.

ESSENTIAL FUNCTIONS

Act as a receptionist and assist students, staff, and others with their questions in person, by phone, or through email. Handle incoming and outgoing mail for the department.

Meet with potential HEP/CAMP students to assess if the student may or may not qualify for the program(s).

Organize and complete pending and enrolled student files. Ensure that all enrolled HEP/CAMP student folders include: application, emergency contact form, copy of

identification, work verification/qualifying documents (W-2, wage stubs, COE), schedule, and official transcripts.

Help organize special events and day-to-day program activities (lunch, dinner, graduation etc.)

Purchase and/or order office supplies with the authorization of the Program Director.

Assemble, type, and file reports and correspondence. Create, update, and process program reports (enrollment, student status, exiting, grant details, etc.) for staff as requested.

Set up GED testing schedule and assign students to test. Proctor HEP reading, math and functional writing admission assessments; proctor practice testing for HEP students.

Gather materials, type agendas, record and distribute minutes of meetings as directed by the Program Director.

Use college software to track students and process accounts payable requisitions.

May oversee the work-study student(s) assigned to the HEP/CAMP offices.

May serve on various college committees.

Help reconcile, file and submit for approval expenditures including purchase orders and receipts.

May attend professional growth training and/or conference as budgeted.

Other duties as assigned.

TERMS OF EMPLOYMENT

This is a full-time, Classified, grant-funded, 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.

- 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.