



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

RECRUITMENT ANNOUNCEMENT

Harney County Engagement Coordinator

PAY - \$60,000

JOB TYPE - Full-time

DEADLINE - First review 11-6-24

LOCATION - Harney County, OR

DEPARTMENT - Instruction

REPORTS TO - Vice President of Academic Affairs

The Harney County Engagement Coordinator is responsible for outreach to the Eastern Oregon far and remote (frontier) communities to build and maintain a pipeline to higher education. This position is a collaboration between TVCC and High Desert Partnership to offer an innovative, enterprising and community-based opportunity for the surrounding community members.

The Harney County Engagement Coordinator is also responsible for engaging with the stakeholders of Harney County and greater Eastern Oregon to create access to higher education for residents of all ages and support youth internship efforts and provide connection to continuing education and small business support.

QUALIFICATIONS

MANDATORY: Associate's degree plus one or more years of progressively responsible work experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of this position. Must be able to work a flexible schedule. Must have a valid Driver's License with an acceptable driving record.

PREFERRED: Bachelors of Arts/Science degree. Leadership and/or management experience (manage schedules, supervise students in the field). Fluent with standard office software and technology. Excellent verbal and written communication skills, ability and willingness to give presentations to small and medium sized audiences. Ability to support grant writing and reporting requirements. Prioritization and ability to manage multiple projects at any given time.

ESSENTIAL FUNCTIONS

The Harney County Engagement Coordinator will work under the supervision of the Vice President of Academic Affairs to provide services and support for TVCC in Harney County. The essential functions of the position include, but are not limited to, the following:

- TVCC representative at the local community engagement meetings
- Lead and coordinate a TVCC Harney County advisory committee, whose function is to recommend improvement and expansion of programming in conjunction with High Desert Partnership
- Coordinate cooperative work experience assistance with the Harney Internship Program.
- Create and foster additional opportunities for Harney County residents to earn employable skills and workforce certification by leveraging campus resources and training resources already available in Harney County.
- Refer entrepreneurs and those pursuing business start-up or expansion to SBDC programs and coordinate local business training opportunities.
- Coordinate community education training opportunities through local experts and the SBDC
- Create additional opportunities for Harney County Youth to complete college credits while in high school with dual credit or college choice classes
- Champion TVCC at Harney County educational events
- Build collaborative relationships with boards and groups in the community
- Work effectively with colleagues and students (including traditional, non-traditional and international students) of various cultural and socio-economic backgrounds.
- Proctor examinations for TVCC students, EOU students, students attending other institutions, other governmental entities such as the Oregon Department of Agriculture, and other agencies. This includes the administration of Accuplacer Placement tests, interpreting the results, and advising students accordingly.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Knowledge and Abilities:

- Ability to manage multiple/complex objectives and maintain own deadlines.
- Ability and willingness to be physically present for meetings and field-based work.
- Self-starter who works effectively both alone and when coming together as a team.

Attitudes and Behaviors:

- Strong sense of community and collaboration.
- Curiosity to learn and understand more about Harney County and Eastern Oregon lifestyle.
- Ability to empathize with others.
- Values inclusivity, trust, and compassion.
- Highly organized and ability to work independently with little supervision.

TERMS OF EMPLOYMENT

This is a full-time, Professional, exempt position funded in part by High Desert Partnership.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan, 160 hours of annual vacation, 16 hours of annual personal leave 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.