

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Spanish GED Recruiter / Student Support Coordinator

PAY - \$40,000

JOB TYPE – Full-time (grant funded)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT – ABSD

REPORTS TO – ABSD Director

The Spanish GED Recruiter/Student Support Coordinator will implement the project goals and activities of the GED Wraparound Grant and provide direct oversight for the day-to-day operations of the grant outcomes for the college. This position will provide academic, nonacademic support and career exploration to enhance the success and retention of all GED participants. In addition, this position will assist the Director in developing individual action plans for each GED participant, in compiling and tracking data and preparing quarterly and yearly reports related to retention and graduation.

QUALIFICATIONS

MANDATORY:

- Bachelor's degree in education or related field with at least one year of related experience (Adult or Secondary Education) or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of this position.
- One year of experience working and communicating effectively with diverse students, faculty, and/or staff.
- Demonstrated commitment to promoting and enhancing diversity.
- Understanding of adult education principles, curriculum development, program evaluation techniques, and computer use.
- Bilingual in English and Spanish.

PREFERRED:

- Experience in programs that support historically underrepresented students in higher education.
- Experienced in English as Second Language instructional techniques.

ESSENTIAL FUNCTIONS

Engage in intense recruitment and retention to build a robust Spanish GED program where hours will vary and travel within a 50-mile radius will be required.

Collaborate with a network of community agencies to get student referrals for the region of eastern Oregon, western Idaho, and southeastern Washington.

Work under the supervision of ESL Program Coordinator and ABE Director to carefully plan and participate in professional development to minimize expenses and maximize effectiveness.

Serve as the cohort manager for the GED program and assist students on admission processes and procedures for enrollment at TVCC. Assist in preparation of materials for orientation sessions.

Follow-up with instructors to identify and engage with absent students in the GED program.

Oversee GED testing support to sustain enrollment, and transition counseling for individual student success and transition GED completers into college Career Pathways classes.

Compiling and analyzing data to determine Measure Skill Gains progress toward grant benchmarks.

Plan, develop, and direct program instruction for all instructional staff, develop methods/materials that will promote and insure the implementation of Oregon Adult College and Career Readiness Standards (OACCRS).

Oversee purchase and implementation of instructional materials.

Maintain, review, research and submit information regarding budget as needed. Keep all expenses reasonable to adequately support the grant.

Other duties as may be reasonably assigned.

TERMS OF EMPLOYMENT

This is a full-time, Professional, [grant-funded](#), 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.