

# TREASURE VALLEY COMMUNITY COLLEGE

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

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## RECRUITMENT ANNOUNCEMENT

### Surgical Technologist Coordinator/Lead

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

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

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - Allied Health & Nursing

**REPORTS TO** - Director of Allied Health & Nursing and/or Vice President of Academic Affairs

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The Surgical Technologist - Coordinator/Lead will oversee the planning, organizing and teaching in the Surgical Technologist program within the Allied Health and Nursing department.

#### **QUALIFICATIONS**

**MANDATORY:** Registered CST. Possess a minimum of an Associate Degree.

Have documented education or experience in instructional methodology, curriculum design and program planning.

Graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency. Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA); Have a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years.

**PREFERRED:** Master's degree and five years of teaching experience. Experience in curriculum/ program develop experience. Multilingual (English and Spanish).

**SPECIAL LICENSE:** Registered CST.

#### **ESSENTIAL FUNCTIONS**

- This coordinator position must be eligible to be the Program Director for the Surgical Tech. program for the purposes of accreditation. This is a full-time position (10-month) and will oversee all aspects of the Surgical Technologist Associate of Applied Science

degree to ensure 1) alignment to the College mission and policies, and 2) relevance to the wider community and region. This includes, but is not limited to the follows and:

- Administration, organization, and supervision of the program; and
  - Continuous quality review and improvement of the program; and
  - Academic oversight, including curriculum planning and development.
- Establish and maintain a long-term vision for the Certified Surgical Tech (CST) program.
    - Provide department leadership through excellent communication, both within the department and between the department and administration. This leadership will include teaching credits each term, so that they do not exceed the term and annual limitations described in the collective bargaining agreement.
    - Create and maintain an environment conducive to teaching and learning.
    - Coordinate program activities and delegate responsibilities to faculty as appropriate.
    - Create, review, and maintain program faculty handbook.
    - Facilitate program faculty meetings.
  - Direct the development and evaluation of policies and standards for the selection, admission, promotion, and graduation of CST students.
  - Develop and maintain student advising activities.
    - Coordinate department participation in "Advising Day".
    - Provide timely information regarding program requirements and other information needed for pre-nursing students.
    - Coordinate with faculty regarding advising needs of CST students.
    - Work with administration to provide necessary documentation for licensure examination.
    - Assist with the preparation and updating program student handbook.
    - Manage student concerns related to faculty, department, and program.
  - Work with the Director of Allied Health and Nursing to coordinate hiring, supervision, and evaluation of other CST faculty.
    - Initiate participation in college-wide meetings, in-services, and committees for program enhancement.
    - Promote teaching excellence, professional development, and service to the college and community, keeping updated on nursing standards and college policies.
  - Develop and maintain program curriculum to meet state, regional, national, and local health care needs.
  - Serve as contact person/coordinator for the department with regard to state, professional, and accrediting groups, the community, and other external contacts.
    - Serve as liaison to the accrediting agencies in relation to the program's continuing compliance with rules and regulations. Complete annual accreditation reporting requirements. Direct the accreditation self-study process for continuing approval. Coordinate accreditation visits.
    - Represent the program at local and state level; collaborate with community partners.
    - Maintain ongoing, meaningful, and regular connections with the advisory committee and the industries served by department programs.

- Coordinate student outcomes assessment for assigned areas and supervise collection of data and maintenance of outcomes records.
- Coordinate internal and external program review, institutional effectiveness and processes.
- Assist in program development, evaluation, vitalization, promotion, supervision and review.
- Oversee accreditation requirements for the CST program and assist in the preparation of materials regarding instruction for the college catalog and other publications. Assist with identification and prioritization of equipment needs and purchases for assigned program areas.

### **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 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](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.