

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Program Assistant (ABE/ESOL)

PAY - \$15.00-\$16.00 per hour (doe)

JOB TYPE – Part-time (see below)

DEADLINE – Open Until Filled

LOCATION - Ontario, Oregon

DEPARTMENT – Adult Basic Skills

REPORTS TO – Program Director

The ABE/ESOL Program Assistant will perform a variety of clerical and administrative duties in support of the Adult Basic Skills program and the staff working in this program. A primary focus will be to maintain records, assist students, staff or the public, according to office function.

QUALIFICATIONS

MANDATORY: High School diploma, GED or equivalent. Requires the use of general office principles and techniques of secretarial practices. Proficient use of but not limited to computer programs and software, internet, multiline phone, and additional office equipment. Must be or become familiar with policies and programs related to department served.

PREFERRED: One year of office or related experience in a higher education setting. Bilingual in English and Spanish.

ESSENTIAL FUNCTIONS

Interacts as potential first point of contact for the department and assists students, staff and others with their questions in person, by phone, through email or social media. Handle department incoming and outgoing mail.

Manage media/virtual communication with current, former and prospective students via social media, audio/video recordings, Zoom meetings, MS team meetings, Google meet, and other programs and/or software.

Assist with development of programmatic marketing materials (i.e. flyers, letters, student documents, etc.)

Organize and complete prospective and enrolled student files. Ensure that all enrolled ABE/ESOL student folders include all pertinent and required information for reporting purposes.

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

Gather materials, type agendas, record and distribute minutes of meetings as directed by department supervisor.

Purchase and/or order office supplies.

Use state required software to retrieve and track student progress.

Help reconcile and file expenditures, requisitions, and other budget documents including purchase orders and receipts.

Attend professional growth training and/or conferences as budgeted and assigned.

Assist with other duties as assigned.

TERMS OF EMPLOYMENT

This is a part-time (19 hours per week), Classified, grant-funded position.

BENEFITS

No benefits other than those required by Oregon law.

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
- 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.