



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

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## RECRUITMENT ANNOUNCEMENT

### Addiction Studies Coordinator

**PAY** - \$61,000

**JOB TYPE** - Full-time

**DEADLINE** - Open until filled

**LOCATION** - Caldwell, Idaho

**DEPARTMENT** - Caldwell Center

**REPORTS TO** - Department Chair and  
Vice President of Academic Affairs

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The Addiction Studies Coordinator plays a crucial role in the higher education setting, overseeing and coordinating the Addiction Studies program at the Caldwell Center. This role involves managing program curriculum, part-time faculty, student support and ensuring the program's compliance with relevant accreditation standards. The Coordinator also plays a key role in fostering an environment that supports academic excellence and the personal development of students pursuing a career in addiction studies. The Coordinator will also be required to teach courses in their particular area of expertise.

#### **QUALIFICATIONS**

**MANDATORY:** Bachelor's degree in Addiction Studies, Counseling, Psychology or directly related field. Prior experience in administration, program coordination or leadership. Knowledge of accreditation processes and standards for addiction studies programs. Strong communication, organizational, and leadership skills. Familiarity with current trends and research in addiction studies. Ability to collaborate effectively with faculty, students, and external partners.

**PREFERRED:** Prior experience working in higher education and prior teaching experience.

#### **ESSENTIAL FUNCTIONS**

Develop, review, and update the curriculum for the Addiction Studies program, ensuring it aligns with industry standards and best practices.

Integrate the latest research and trends in addiction studies into the curriculum.

Collaborate with faculty to design courses that provide students with a well-rounded education in addiction studies.

Teach approximately 9 credits per quarter in area of expertise, to not exceed the term and annual limitations described in the faculty collective bargaining agreement.

Teach and support a program that could be offered in evenings and weekends to meet student needs.

Recruit, hire and mentor qualified faculty members with expertise in addiction studies.

Conduct regular faculty evaluations and provide feedback to promote professional development.

Facilitate faculty meetings and ensure communication of program goals and objectives.

Provide academic advising to students within the addiction studies program.

Address student inquiries, concerns and challenges related to the program.

Coordinate with career services to assist students in finding internship opportunities or job opportunities in the field.

Ensure the Addiction Studies program maintains accreditation and complies with all relevant educational standards.

Prepare and submit reports required for program accreditation and reaccreditation.

Stay updated on changes in accreditation criteria and adapt the program accordingly.

Develop and implement marketing strategies to promote the Addiction Studies program and attract new students.

Represent the program at relevant conferences, meetings, and community events.

Establish and maintain partnerships with addiction treatment centers and related organizations.

Oversee the budget for the Addiction Studies program, including allocating funds for faculty, resources, and program development.

Ensure efficient use of resources while maintaining program quality.

Encourage and support faculty research and scholarships in the field of addiction studies.

Foster a culture of academic inquiry and critical thinking within the program.

### **TERMS OF EMPLOYMENT**

This is a full-time, Professional, exempt position.

### **BENEFITS**

Benefits include medical insurance for employee and eligible dependents, optional 403(b) retirement plan, 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.