



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

RECRUITMENT ANNOUNCEMENT

Addiction Studies Coordinator

PAY - \$20-\$24 per hour (doe)

JOB TYPE – Part-time (19.5 hrs per week)

DEADLINE – Open until filled

LOCATION – Caldwell, Idaho

DEPARTMENT – Academics

REPORTS TO – VP Academic Affairs

The Addiction Studies Coordinator plays a crucial role in the higher education setting, overseeing and coordinating the Addiction Studies programming and will be based in the Caldwell Center. This role involves managing program curriculum, student support, recruitment, expansion 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.

QUALIFICATIONS

MANDATORY: 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.

Required Certifications & Additional Qualifications (must be held prior to date of hire or completed at time of hire):

- Certified Peer Mentoring I and II
- Peer Support Specialist – Adult Addictions
- Lived Experience directly related to the area of Addiction Studies

PREFERRED: Prior experience working in higher education and prior teaching/training experience with a 2-year degree OR equivalent industry qualifications.

ESSENTIAL FUNCTIONS

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

Work with the Social Science department to 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.

Work in conjunction with the Social Science department chair to recruit, hire and mentor qualified part-time faculty members with expertise in addiction studies.

Facilitate part-time faculty meetings and ensure communication of program goals and objectives.

Support academic advising to students within the addiction studies program.

Work with Social Science department to 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 and industry requirements for licensure.

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.

Work with Social Science Department to oversee budget for the Addiction Studies program, including allocating funds for faculty, resources, and program development.

Ensure efficient use of resources while maintaining program quality.

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

Other duties as assigned.

TERMS OF EMPLOYMENT

Part-time (up to 19.50 hrs per week), non-exempt (hourly) position.

BENEFITS

There are no benefits associated with this position other than those that may be required by 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
- 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.