



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

RECRUITMENT ANNOUNCEMENT

Retention & Engagement Coordinator

PAY - \$35,568 (plus housing & meals)

JOB TYPE – Full-time

DEADLINE – Open Until Filled

LOCATION – Ontario, Oregon

DEPARTMENT – Residence Life

REPORTS TO – Director of
Equity and Student Relations

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

PURPOSE: The Retention & Engagement Coordinator is a live-in position within Treasure Valley Community College (TVCC) Residence Halls. Under the direct supervision of the Director of Equity & Student Relations, the Retention & Engagement Coordinator will assist in establishing a cohesive and responsible community within the TVCC Residence Hall and Multicultural Diversity Center while also supporting retention and early intervention efforts for both residential students and the broader campus community.

ESSENTIAL FUNCTIONS

- **Community Building:** To establish a cohesive community, this position will be available to residents and students engaged with the Multicultural & Diversity Center (MDC). They will provide opportunities for interaction that promote resident involvement, encourage the expression of diversity among students, and actively facilitate an environment of acceptance. Additionally, mediate conflicts when appropriate.
- The position is expected to maintain a consistent presence in the Multicultural and Diversity Center and assist in the residence halls, during peak times (For example, Move-In and Move-out days including evening and weekends) student-led events, and other high-engagement periods to foster community development, based on staff availability.
- Assist in the development and co-lead of cultural awareness programs, workshops, and events that celebrate all dimensions of diversity and promote student engagement. Support Peer Mentor and Mentee Program, including guiding mentors in fostering an inclusive and supportive student community.
- Act as a liaison between student services programs and community partners who may provide support to our students.
- **Academic:** Assist in leading and implementing early Faculty & Staff intervention strategies to support at-risk students by tracking progress, developing individualized retention plans, and providing academic resource referrals to encourage behaviors that contribute to student success. Document student interventions and track follow-ups using an internal system to assess progress and effectiveness.
- Collaborate with faculty and staff to identify students needing additional support and coordinate proactive outreach efforts.
- Assist in developing and delivering orientation and retention programs, including mid-year and post of the term interventions for students on academic probation. Support First-Year Experience (FYE) initiatives by assisting in student transition programs, mentoring new students, and connecting them with campus resources to promote academic success.
- Orient students to TVCC student services; encourage behavior that contributes to academic success; refer students to proper academic advising channels; establish a community environment which is conducive to studying and respects the rights of other residents to sleep and study both in the residence hall and MDC.
- **Resource and Referral:** responsible for referring residents to appropriate College and community resources as they seek with academic and personal issues. Such referrals require the position to be knowledgeable about resources, responsive to requests, and available for follow-up. The position is expected to respond immediately to crisis situations as they occur.
- **Policy Enforcement:** responsible for consistent enforcement of all policies of the Residence Life Department, TVCC, and Oregon State law. This involves the education of residents on housing policies, the establishment of an environment that promotes personal responsibility, and the encouragement of participation in upholding policies.
- Alongside the Director, assist in community events that will enhance the visibility of TVCC programs and resources.
- **Teamwork:** Assist in providing guidance and support to Peer Mentors and Resident Assistants (RAs) to help them effectively fulfill their roles while contributing to positive work relationships by actively participating as a team member in achieving the stated goals of the Residence Hall and Multicultural and Diversity Center.

- Help train Peer Mentors and Resident Assistants in student engagement strategies, DEI principles, and retention best practices to enhance their ability to support students effectively.
- Cooperate with staff members and support team projects, demonstrating flexibility and an acceptance of different work styles. Establish and maintain positive working relationships with custodial, food service, desk staff, maintenance, and other department personnel to foster a collaborative and supportive environment.
- **Administrative:** Serve on the Diversity, Equity & Inclusion (DEI) Committee, assisting in organizing meetings, taking minutes, and ensuring follow-up actions are completed.
- Responsible for the following operational and administrative duties: assist in check-in and check-out procedures; document all policy infractions; complete necessary paperwork and reports; complete duty responsibilities and office shifts; report and follow up on maintenance needs; promptly attend designated meetings; and complete any other assigned duties by the Director of Equity and Student Relations.
- Work in compliance with the Family Education Rights and Privacy Act (FERPA) to maintain private student information.
- Purchase necessary items using a TVCC credit card, maintain a ledger of expenses, and report the budget to the Director of Equity and Student Relations.
- Create and submit a monthly report on Multicultural and Diversity Center (MDC) activities, including event participation, student engagement data, and program effectiveness.
- Work effectively with colleagues and students of various cultures (including traditional, non-traditional and international students) and socio-economic backgrounds.

QUALIFICATIONS

MANDATORY: Associate's Degree (AA) with experience relevant to the essential functions of the position. Must have strong interpersonal skills and ability to facilitate group activities and work independently for extended periods of time.

PREFERRED: Bachelor's Degree (BA) in a relevant field. Experience with student conduct issues and the promotion of residence life activities. Experience preparing written documentation on student discipline issues and other paperwork associated with student activities and residence life. Experience training, overseeing and evaluating staff. Experience planning and coordinating events and activities.

SPECIAL: Must have a valid driver's license and be able to operate a motor vehicle safely.

WORKING CONDITIONS

On campus housing will be provided as living on-site is a requirement for this position. A complimentary food service meal plan is also provided during the academic year. Usual office working conditions. The noise level in the work environment is typical of most office environments. Most work takes place in usual office working conditions, where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. Moderate daily contact in person and by phone with students and staff.

TERMS OF EMPLOYMENT

This is a full-time, 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
- 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.

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 basis of race, color, sex, marital status, sexual orientation, gender identity, 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 non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.