



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

RECRUITMENT ANNOUNCEMENT

STEP Student Success Coach and Advisor

PAY - \$45,221(annual)

JOB TYPE – Full-time (exempt)

DEADLINE – First review 4/21/25
(will remain open until filled)

LOCATION – Ontario, Oregon

DEPARTMENT – CTE

REPORTS TO – Dean of CTE

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 focus of this position is to serve students eligible for TVCC's STEP program. As the STEP Student Success Coach and Advisor, the primary responsibility is to work directly with eligible students to develop individualized academic/career plans that strengthen skills for employability. Duties include, but are not limited to, scheduling students for career readiness and employability workshops; maintaining contact with STEP participants throughout each academic term; tracking student benefits; and fostering an environment that

facilitates student success. To serve students and coordinate benefits more effectively, this position will also collaborate with other STEP/SNAP providers within the region.

QUALIFICATIONS

MANDATORY: Bachelor's degree in education, counseling, or related field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties. Must have strong interpersonal skills and excellent verbal and written communication skills. Able to interact effectively with students of various ages, abilities and ethnic backgrounds.

ESSENTIAL FUNCTIONS

Develop, plan, and implement individual plans for employability via TVCC's Career Pathways and CTE programs. Maintain direct contact with each cohort member to monitor and ensure academic success.

Collaborate with TVCC personnel within the office of Accessibility Services/Student Success and agencies/organizations from Oregon to assist in strengthening skills for employability and coordinating benefits (e.g., attending meetings with the Department of Human Services, Vocational Rehabilitation, and Malheur County Education Service District).

Access and use computer programs from TVCC related to advising, registration, financial aid, and maintain data and student records, including confidential information.

Collect, document, and report the outcomes for each student in the various programs. Complete and submit required monthly participant documents for each program. Assist staff with quarterly submissions of fiscal reimbursement. Maintain data and student records, including confidential information.

Maintain up-to-date knowledge of college policies, procedures, programs and articulation with other Oregon colleges and surrounding state/private colleges and universities.

Other duties as may be assigned.

TERMS OF EMPLOYMENT

This is a full-time, Professional, grant-funded, 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.