

# TREASURE VALLEY COMMUNITY COLLEGE

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

## RECRUITMENT ANNOUNCEMENT

### Support Services Assistant / Pell Coordinator (Snake River Correctional Institute)

**SALARY** - \$42,436

**JOB TYPE** - Full-time

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - Corrections

**REPORTS TO** - Corrections Education Director

**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.

#### **POSITION SUMMARY**

This position will perform a variety of support services for the department, supervisors and/or other specified individuals and will maintain records, assist students, staff or the public, according to office function. This position also performs a multitude of student services roles such as financial aid advising, recruiting and advising for Adults In Custody (AIC) participating in the Pell Program, working closely with TVCC staff. This position will work four ten-hour days (Monday – Thursday, 10:00 am to 8:30 pm, with a half hour lunch).

#### **QUALIFICATIONS**

**MANDATORY:** Associate's degree with minimum two years of clerical experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Requires the use of general principles and techniques of secretarial practices. Must be or become familiar with policies and programs related to department served.

**PREFERRED:** Prior experience working in higher education and/or familiarity with financial aid and advising services.

**SPECIAL CIRCUMSTANCES:** Must be able to pass and maintain LEDS security clearance and be approved to enter Oregon Department of Corrections facilities.

### **ESSENTIAL FUNCTIONS**

Research, interpret, implement regulations in connection with the Prison Education Program (PEP).

Recruit, track college students, monitor student lab while supporting students and instructors in the lab.

Review Federal and State regulations, Department of Corrections regulations and policies and College policies and translate these policies to determine how they effect the Pell program(s) at SRCI. Implement changes necessary to comply with Federal, State and College laws, regulations and policies.

Communicate with AICs via AIC communication as approved by the Department of Corrections or speak directly to AICs to explain processes regarding financial aid and college application process.

Seek out candidates to participate in the program and advise those students of next steps.

Assist AICs in the TVCC application process as well as the Free Application for Federal Student Aid (FAFSA).

Administer college placement testing using Comprehensive Adult student Assessment Systems test (CASAS).

Assist AICs by obtaining materials for classes, addressing IT issues with CANVAS learning management system or online resources such as CENGAGE, and any student issues as they arise.

Understand and explain the process and implications of obtaining and accepting federal financial aid. Maintain current knowledge of the federal financial standards, rules and practices.

Exercise independent judgment in the management of operational details of the financial aid process including but not limited to:

- Review incoming financial aid applications and any supporting documentation needed to determine the accuracy of the financial and household information reported on the FAFSA. This requires knowledge of not only federal financial aid regulations but IRS tax laws and how they relate to federal financial aid.
- Complete assigned duties with a high degree of accuracy to ensure compliance while experiencing multiple interruptions.
- Exercise great attention to detail when completing assignments as error in judgment or calculations could result in unintended consequences for the student and/or the institution such as under or over funding of a student, loss of student eligibility, audit findings, fines, damage to school's reputation or loss of institutional eligibility.

Assist students in the transfer process when necessary. Access and use TVCC computer programs related to advising.

Accurately maintain confidential student records and archive files per Federal and State requirements.

Act as a key contact for assisting students, staff and others with their questions in person, by phone, or through email regarding college classes and financial aid.

Work closely with TVCC main campus staff in departments such as Financial Aid, Business Office, Registrar, Advising, and other departments to coordinate services for students / Adults in Custody.

Assemble, type and file reports and correspondence. Handle department incoming and outgoing mail, including inmate communications regarding college classes and financial aid.

Use a computer to perform office functions and college software for student information and to process and record pay requisitions. Must be familiar with Microsoft Office Suite.

May participate in college committees, staff meetings, professional meetings, and other appropriate meetings/committees.

Responsible for assisting Enrollment Specialist in job duties.

Will assist with Comprehensive Adult Students Assessment System (CASAS) testing when needed for student placement.

Generate and maintain student log-ins for ABSD and BCT programs.

Oversee education inventories to include supplies, resource libraries, and consumable materials. Ensure quarterly inventories of classroom and resource libraries are completed in a timely and accurate manner.

Assist with maintaining inmate worker files, policies, applications and processes.

The above description covers the most significant duties performed but does not include other related occasional work.

### **TERMS OF EMPLOYMENT**

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

### **WORKING CONDITIONS**

Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noises.

The position is funded by an intergovernmental cooperative service agreement with the Oregon Department of Corrections. The person staffing this position will be required to travel to and work inside the Snake River Correctional Institution on occasion (with the possibility of traveling to other institutions across Oregon) and must pass all security screening criteria as established by the OR DOC and SRCI prior to and during the term of employment. This position is dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the Intergovernmental Cooperative Education Services Agreement between TVCC and DOC. SRCI is a drug free/tobacco free institution.

### **BENEFITS**

Benefits include medical insurance for employee and eligible dependents, life insurance, Oregon retirement plan, paid holidays, vacation earned at a rate of 13.34 hours per month (160 hours per year), 16 hours of personal leave (each year) and sick leave earned at a rate of 8 hours per month.

### **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; 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 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.