

# TREASURE VALLEY COMMUNITY COLLEGE

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

## RECRUITMENT ANNOUNCEMENT

### Recruiter

**PAY** - \$38,100 (annual)

**JOB TYPE** – Full-time

**DEADLINE** – Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** – Student Services

**REPORTS TO** – Vice President of Student Services

**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 represent Treasure Valley Community College for the purposes of recruiting and promoting enrollment at the College. The Recruiter serves as the main contact for prospective TVCC students and their families. This position will spend a significant amount of time off campus for goal-driven recruiting activities to reach enrollment goals.

#### **QUALIFICATIONS**

**MANDATORY:** Associate's degree and minimum of two to five years of experience in marketing, recruiting, sales, event planning or related fields. Broad knowledge of higher education and familiarity with higher education processes and procedures. Outstanding leadership and written and verbal communication skills; able to properly handle a full range of interpersonal interactions with diverse populations of students, volunteers, staff, faculty, and administration. Strong presentation skills with the ability to take complex materials and make it understandable and relevant to a diverse audience.

**PREFERRED:** Bachelor's degree with two to five years' experience working in admissions, recruiting or a related field in higher education. Fluent in Spanish.

**SPECIAL LICENSE/CERTIFICATE:** Valid driver's license.

### **ESSENTIAL FUNCTIONS**

Develop, coordinate, and accomplish recruiting activities to fulfil numeric enrollment goals to include: visiting high schools, participating in community programs, attending local or regionally sponsored career or college selection activities, giving presentations to local agencies, telephone contacts, and correspondence programs to support specific milestone events with prospective students.

Develop positive relationships with area high school counselors, parents, youth leaders, coaches and community organizations to recruit student to the College.

Conduct recruiting activities in collaboration with other colleges and organizations.

Provide targeted recruiting from high schools, business and industry fairs, community activities, career fairs and other recruiting opportunities.

Participate in on-campus programs and events to include, but not limited to campus visits and tours, performing group presentations, New Student Orientation, College Preview Nights, and Financial Aid Events.

Participate in events and activities designed to bring prospective students to the College, and work collaboratively with campus constituencies to fulfil recruiting goals by highlighting services, opportunities, and programs.

Actively participate in College-wide recruiting meetings and initiatives.

Assist students in completing the admissions application.

Access and use computer programs to maintain detailed records of prospective students to include, but not limited to, data entry of prospective student information, and tracking conversion rates of prospective students to enrolled students.

Assist in the preparation of materials for recruitment, admissions, advising and orientation sessions.

Research current trends in higher education and remain competitive with recruitment techniques in social media, electronic communication, and other creative delivery methods.

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

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, exempt position.

### **VETERANS PREFERENCE**

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

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.